

City of Durham Parish Council

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Dear Councillor,

In accordance with the Local Government Act 1972, I hereby give you notice that a meeting of the **FULL COUNCIL** will be held in the **LANTERN ROOM, DURHAM TOWN HALL, MARKET PLACE, DURHAM, DH1 3NJ** on **THURSDAY 27TH JANUARY 2022 at 7:00pm** to transact the following business:

- 1. TO RECEIVE AND APPROVE (OR NOT) APOLOGIES FOR ABSENCE FROM TODAY'S MEETING**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**
- 3. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 25TH NOVEMBER 2021**
- 4. PUBLIC PARTICIPATION**
- 5. COMMITTEE UPDATES**

- **Planning Committee minutes from meetings held on 12th and 26th November and 10th December 2021**

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

- **Environment Committee minutes from meetings held on 9th November and 7th December 2021**

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/environment-committee/>
- Proposed Terms of Reference for the Parish Council's Climate Lead

- **Licensing Committee minutes from meeting held on 15th November and 13th December 2021**

Copies of all approved minutes from these meetings can be found here:
<http://cityofdurham-pc.gov.uk/agendas-minutes/licensing-committee/>
- Proposal to launch a best-run licensed premises award in Durham City.

- **Finance Committee minutes from meeting held on 10th June 2021**

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

6. CHAIR'S UPDATE

The Chair will provide a verbal update on matters arising since the Full Parish Council meeting on 25th November 2021.

7. PARISH COUNCIL STRATEGY 2022/23

8. PARISH COUNCIL BUDGET FOR THE FINANCIAL YEAR 2022/23

9. PARISH COUNCIL PRECEPT REQUEST FOR THE FINANCIAL YEAR 2022/23

10. ANNUAL REPORT ON PARISH COUNCIL INTERNAL CONTROLS

11. INITIAL CONSIDERATION OF JOINT RESPONSE FROM DURHAM UNIVERSITY, DURHAM COUNTY COUNCIL AND DURHAM POLICE TO THE PARISH COUNCIL'S ASB AND NOISE CONSULTATION

12. REPORT BY CLLR V ASHFIELD ON SECTION 106 PROJECT PROPOSALS IN THE ELVET AND GILESGATE DIVISION

13. REPORT BY CLLR R FRIEDERICHSEN ON CLOUD-BASED WORKING AND COLLABORATION

14. MOTION BY CLLR E ASHBY ON THE RIGHT TO FOOD CAMPAIGN

15. VERBAL UPDATE ON PERSONNEL RECRUITMENT

16. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

- Report by Cllr C Lattin from the 22nd November meeting of the Durham University Community Engagement Task Force Lived Environment sub-group.
- Report by Cllr V Ashfield from the 6th December meeting of the Durham University Community Engagement Task Force Citizenship sub-group.
- Report by Cllr L Brown from the 12th January 2022 meeting of the Durham Access for All Group

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.

- Report by the Parish Clerk from the 21st January 2022 meeting of the Durham City Safety ASB sub-group

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 Parish Council held on Thursday 25th November 2021 at 19:00 in the Lantern Room, Durham Town Hall.

Present: Councillors A Doig (Chair), L Brown, R Ormerod, V Ashfield, R Friederichsen, C Lattin, D Freeman, G Holland, S Walker, G Nair, E Ashby, E Scott and H Weston.

Also present: Parish Clerk Adam Shanley, Mr John Ashby, Mr Roger Cornwell, Mr Barry Gower, Mr John Lowe and Cllr Mark Wilkes (members of the public).

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

Apologies were received from Cllrs N Brown and R Hanson.

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Cllrs L Brown, E Scott, D Freeman and R Ormerod declared an interest in all matters on the Agenda relating to Durham County Council.

3. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 28TH OCTOBER 2021

The minutes of the meeting held on 28th October 2021 were unanimously **agreed** as a true and accurate record of proceedings.

As a point of information, Cllr E Ashby reminded Members that she had requested that the draft minutes of the latest Committee meetings be made available to Members. The Chair agreed this and advised that this would be commencing from the New Year.

4. PUBLIC PARTICIPATION

Mr John Ashby advised that he was attending the meeting with a general interest in all items and most specifically item 12 of the Agenda.

Mr Roger Cornwell advised that he was attending the meeting to hear discussions on items 9 and 12 of the Agenda.

Mr Barry Gower advised that he was attending the meeting to hear discussions on items 9 and 14 of the Agenda.

Mr John Lowe advised that he was attending the meeting with a general interest in all items and most specifically item 9 of the Agenda.

Cllr Mark Wilkes advised that he was attending the meeting with a general interest in all items of the Agenda.

5. COMMITTEE UPDATES

Planning Committee

Cllr L Brown presented the minutes of the Planning Committee meetings held on 15 and 29 October 2021. There being no queries from Members, Cllr L Brown moved on to Committee updates.

Update following the joint meeting with Durham County Council on the use of the former coach park at the Sands as common land.

The Clerk advised that he, the Chair and representatives of the Freeman had met with members of the senior leadership of Durham County Council in order to discuss the future use of the former coach park, following its de-registration.

The Clerk advised that representatives of DCC had confirmed that they would be proceeding with the de-registration of the land and that options for the new County HQ building were being explored, with a decision on this to be announced in late Spring of 2022.

The Clerk advised that DCC officers had been instructed to look at options to retain the existing belt of trees along the river side and DCC is currently reviewing the positioning of the water tank for the H building's sprinkler system, albeit this will still be sited within the former coach park itself.

The Clerk advised that DCC could give no assurances at this stage on the future use of the land, in view of ongoing discussions on the future use of the Council's HQ building. The Clerk advised that the Parish Council's position that the land be brought back into use as a coach park had been put to representatives of DCC at the meeting.

The Clerk confirmed that there would be a further meeting with DCC representatives later this year and the point of contact for all matters pertaining to the land going forward will be Susan Robinson, Head of Corporate Property and Land.

Environment Committee

Cllr C Lattin presented the minutes from the Environment Committee meeting held on 12 October 2021. There being no queries from Members, Cllr C Lattin moved on to Committee updates.

Section 106 project – sedum roofed bus shelters at Lower Claypath

Cllr C Lattin advised that the Parish Council's Environment Committee has been working for some time now on a proposal to provide green-roofed bus shelters within the parish as part of its aims to clean and green the parish area.

Cllr C Lattin advised that, in order to maximise the benefit of this initiative, the two bus shelters at lower Claypath have been identified as target areas for this work. Both are within a very busy thoroughfare of the City, both shelters are very

well-used by residents, visitors and workers in the City and options to green the public realm are limited in this area of the City centre.

Cllr C Lattin highlighted that more and more communities and cities are following the trend to make their city greener by planting on the roofs of bus stops. Cllr C Lattin advised that green sedum roofs on bus shelters bring several advantages for the environment.

Cllr C Lattin advised that the Clerk has been working with the Strategic Public Transport team on this initiative for some months and that costs have been obtained from the County Council's supplier of shelters.

Cllr C Lattin advised that, in terms of ongoing maintenance, the Parish Council would need to discuss an ongoing maintenance program with the County Council; this may require funding from the Parish Council on an ongoing basis.

Members **agreed** to support the Section 106 application as set out in the report for the introduction of two sedum roof bus shelters at Lower Claypath.

Members **agreed** to delegate responsibility to the Clerk to submit the funding bid for two sedum roof bus shelters, subject to agreements on installation arrangements and ongoing maintenance.

• **Licensing Committee**

Cllr S Walker presented the minutes from the Licensing Committee meetings held on 19 October and 2 November 2021. 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 28th October 2021 as follows:

The Chair advised that the Remembrance Sunday service and parade went extremely well. The Parish Council has received some very positive feedback from the Lord Lieutenant Sue Snowdon about the event. The Chair thanked the Cathedral, DCC, Arthur Lockyear, Dave Cuthbertson and our Clerk Adam for the enormous amount of work and planning which goes into this act of Remembrance.

The Chair advised that it was disappointing that once again the timing of the Lumiere Festival clashed with the Remembrance event and advised that he very much hoped that the County Council will be reviewing the timing of this event, such that the service and the parade aren't taking place during construction for the Festival.

The Chair advised that it is wonderful to see that events planning is well underway for the Christmas period with a month's worth of events planned, which the Parish Council is taking an active role in together with partners. The Christmas festival, street entertainment, arts and craft tutorials, a charity

Christmas gift wrap and even a bicycle-powered Christmas tree form part of the offer this year. The Chair advised that the Parish Council's focus is clearly on bringing families and day visitors into the City centre and advised that it is wonderful to hear the news that already 35 coaches of tourists are booked in for the Christmas festival at the beginning of December.

On the subject of Christmas, the Chair reminded Members that the Parish Council's Christmas civic event is set to take place on 9th December in the Town Hall starting from 6:30pm. The Chair advised that he was very much looking forward to taking the opportunity to thank everyone who has worked with us over the last year at this event.

The Chair advised that he and the Clerk have also been out delivering letters advertising the Parish Council Best Christmas Frontages Awards to businesses today. The Chair advised that it is very exciting and great to see so many businesses very positive about trading in the City at present.

The Chair advised that he had met with Cllr V Ashfield earlier today to discuss the issue of Section 106 funding. The Chair advised that it is clear that there is a substantial amount of funding available in the parish area and he is hoping a report can come to the Parish Council's January Full Council meeting on this matter.

The Chair advised that the Parish Council has received an invitation to a public meeting being hosted by the Police and Crime Commissioner Joy Allen on 6th December at 6pm at the Police Headquarters at Aykley Heads. The Chair advised that this meeting is to discuss the very serious issue of anti-social behaviour. The Chair advised that the Clerk has asked that the Parish Council's ASB consultation letter and responses form the basis of the discussion at this meeting. The format of these meetings is often very difficult and would be much more productive with this paper forming the basis of the discussion.

The Chair advised that there is to be no Full Council meeting in December and the Clerk will be on holiday from the w/c 13th December.

The Chair reminded Members that all Committees have been asked to consider their budgets for the forthcoming financial year and the Parish Council's Finance Committee will be meeting in early January to consider a draft budget for agreement at the January Full Council meeting.

The Chair advised that recruitment for an assistant is well underway and 7 applications are being considered by the Council's personnel committee the week after next.

7. DCC CONSULTATION ON LOCAL HERITAGE LIST

The Clerk advised that, further to October's Full Parish Council meeting, where it was agreed that Members should consider nominations and submit these to the Parish Clerk, he and a number of Councillors have now met with DCC officers to discuss this consultation further.

The Clerk advised that it is clear from the presentation received from officers that the importance of this consultation has been underestimated. With the Government pushing for further relaxations to permitted development rights, the concern is that any assets which are not included as either designated or non-designated heritage assets may be subject to changes by developers under these rights, without the need to submit a planning application. As such, DCC is very keen to get as many assets listed as possible.

The Clerk reminded Members that the County Council's Conservation Area Character Appraisal (2016) identified a number of existing NDHAs and these can be found on page 141 of our Neighbourhood Plan. The Clerk advised that DCC has assured the Parish Council that both these and existing listed buildings are already listed and therefore do not need to be included in submissions.

In addition, the Clerk reminded Members that DCC has shared with the Parish Council a list of over 470 assets which they are already proposing to be put forward for inclusion in the list.

The Clerk advised that the deadline for nominations has already been extended to the 17th December but Members were asked to submit their nominations to the Parish Clerk by 18th November, in order to allow for this to be considered at Full Council in November. Members were asked to do so on the understanding that they would complete their own application form for each asset and submit these to the Parish Clerk.

The following nominations have been received:

Painting above 13-15 Silver Street (nominated by Cllrs Carole Lattin and Esther Ashby)

WWII spigot mortar gun emplacement alongside the river banks at Maiden Castle, just before Shincliffe Bridge (nominated by Cllr Carole Lattin)

The Vennels (nominated by Cllr Carole Lattin)

Ancient horse trough at 3 Quarryheads Lane (nominated by Cllr Helen Weston)

Cross Street sign on no 57 Hawthorn Terrace (nominated by Cllr Liz Brown)

Observatory Hill (nominated by Cllr Liz Brown)

Neville House NX College (nominated by Cllr Liz Brown)

JB Principals House South Road (nominated by Cllr Liz Brown)

University Physics Centre (nominated by Cllr Liz Brown)

Old Pot and Glass (Sainsburys) (nominated by Cllr Liz Brown)

DLI Museum (nominated by Cllr Liz Brown)

DLI Cottages Field House Lane (nominated by Cllr Liz Brown)

Back Lane to the rear of Flass Street/Mowbray Street (Granite Cobbs) (nominated by Cllr Liz Brown)

Lych Gate St Bedes Cemetery (nominated by Cllr Liz Brown)

Sextons Cottage Potters Bank (nominated by Cllr Liz Brown)

Salvation Army Houses New Street (nominated by Cllr Liz Brown)

Holliday Park in Langley Moor (nominated by Cllr Esther Ashby)

Railway Cottages 1-5 Quarryhouse Lane (nominated by Cllr Esther Ashby)

Fern Hill Newcastle Road (nominated by Cllr Esther Ashby)

Peskies Park Laburnum Ave (nominated by Cllr Esther Ashby)

Tias brass window frames 84 Claypath (nominated by Cllr Esther Ashby)

Leazes Place Street lamps (nominated by Cllr Esther Ashby)

Members **agreed** that the above proposed list be nominated for consideration as non-designated heritage assets and **agreed** to task each respective Councillor to draft an application for their own nominations on behalf of the Parish Council.

8. ALLOCATION OF REMAINING GRANT FUNDING FROM 2021/22

The Chair reminded Members that the Parish Council has committed to providing assistance and support to local community organisations which are set up to promote community life for our residents. The Council's financial support is provided by way of grants, which are decided against criteria set by the Parish Council.

The Chair also reminded Members that the Parish Council agreed a total grant fund of £20,000 and in June this year the Parish Council allocated a total of £17,544 grants to local community and voluntary organisations. In agreeing this funding, Members also agreed to reopen the grant funding window for a second phase later in the year with a decision on further grants being taken at the Parish Council's November Full Council meeting.

The Chair advised that the funding window has been advertised for the remaining £2,456 worth of grant funding and the following application has been received:

Organisation	Project	Amount requested (£)
Durham Pride	To fund weekly volunteer sessions to support the charity and the Durham LGBT+ community. We have struggled to retain and recruit volunteers due to the Covid measures. This has had a huge impact on the most vulnerable of people who we support such as victims of domestic and sexual violence and hate crime who have been isolated and living in fear.	2400

Members **agreed** to support this grant application for £2,400 in principle, subject to further clarity and a breakdown of what exactly the grant will go towards funding.

9. SECTION 106 CONSULTATION - MGH CARD LLP APPLICATION

The Clerk advised that the Parish Council is currently being consulted on a new Section 106 grant funding application made by MGH CARD LLP for use of £45,000 worth of funding

The Clerk advised that the purpose of this grant application is for the discharge of planning permissions DM/21/00154/VOC - condition 8 and DM/18/00894/FPA - condition 11.

The proposals include the design and construction of a pedestrian link beneath Milburngate Bridge and elevated above Framwelgate Waterside to connect the Milburngate and Riverwalk sites.

The Clerk advised that the pedestrian link will have shallow reinforced concrete pad foundations supporting a structural steel frame with composite metal deck walkway complete with resin bound gravel trafficable waterproof surface finish and tactile warning studs at the bottom of the steps, balusters with railings infill along with lighting, security gate, handrail at the steps, CCTV camera and signage.

The proposals also include extending the pedestrian link over/ through the Milburngate gas house and car park entrance / exit access ramp through provision of additional structural steelwork to support the composite metal deck walkway complete with resin bound gravel trafficable waterproof surface finish, balusters with railings infill along with lighting, security gate, signage, blockwork compartment walls over / through the gas house and all necessary mechanical & electrical services alteration works.

The total cost of the scheme is £352,885 (excluding VAT). The remaining capital costs of the scheme will be funded by MGH CARD LLP and the ongoing maintenance costs would be covered by the County Council.

The County Council has indicated that monies are available for this proposed scheme within the Electoral Division and as such the proposal is considered to have merit in principle. However, a final decision on the request will only be made when the application has been considered at a forthcoming meeting of the Council's Section 106 Working Group.

In accordance with standard procedures, the Clerk advised that the Parish Council is invited to make any comments on the application inside 21 days and that details of the scheme have been circulated in advance of the publication of the Agenda.

Cllr E Scott updated Members that she had discussed this with the relevant officer at DCC and he had confirmed that the £45,000 had already been earmarked for this purpose.

The Clerk also updated Members that DCC has confirmed that the scheme itself will go through under a Discharge of Planning Condition application, which do not usually go out for public consultation. As such, the Planning Committee will not be able to comment on this matter, though the Clerk suggested that the officers dealing with this application be invited to the next Planning Committee meeting to discuss this.

Members expressed grave concerns about the fact that the scheme appears to have no disabled access at all and also highlighted the health and safety implications for use of this underpass late at night for any member of the public travelling to and from the late night premises in either the Riverwalk or Milburngate developments.

Members **agreed** to object to this application.

10. PARISH COUNCIL STRATEGY – FULL PARISH COUNCIL PRIORITIES 2022/23

The Chair reminded Members that the Parish Council has agreed to formulate its strategy for 2022/23 ahead of the budget setting process in January 2022.

The aim of the Parish Council's strategy is to give local residents, Councillors and Officers a clear understanding of what the council is trying to achieve and how it intends to deliver its aims and objectives. The strategy sets out what the areas of development or change the Council intends to focus on over the next year outlining those areas of service that are identified as priority aims and objectives.

As part of this, the Chair advised that all Parish Council Committees have been asked to agree their priorities for the forthcoming financial year so that this can feed into the Parish Council's budget agreement.

Members **agreed** the following key overarching priorities for the Parish Council for 2022/23

- 1.** Being an ambitious voice for the city
- 2.** Enhancing the physical and mental wellbeing of our residents and addressing inequalities in our parish
- 3.** Upholding the Neighbourhood Plan and representing the parish on planning matters
- 4.** Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish
- 5.** Taking action to combat the climate and ecological emergencies.

11. PROPOSAL TO SUPPORT A REQUEST FOR THE CONTINUATION OF LIVE STREAMED MEETINGS

The Chair advised that, in mid-November, Durham County Council announced changes to the live streaming of Council meetings.

The Chair advised that, since the council elections in May 2021, Durham County Council's formal meetings reverted to being held in person following changes in legislation. Although there is no mandatory requirement to do so, the Council has continued to live stream all of their meetings to help promote democratic engagement.

Given the increased frequency of meetings as a result of the meeting calendar returning to its pre-pandemic timetable, a review undertaken by the County Council has identified that demand and support requirements can be better met through a reduction in the number of meetings being live streamed.

With effect from Wednesday 1 December 2021, it is the Council's intention that only meetings of Full Council, Cabinet and County Planning Committee will be streamed. The Council's stated aim is to maintain democratic engagement in those meetings, that are most frequently accessed online.

The Clerk advised that this issue was raised at a recent meeting of the Parish Council's Planning Committee, during which the Parish Council was asked if they would support a joint letter with the City of Durham Trust, calling on the County Council to reconsider these changes, so as to continue the live streaming of all meetings.

The Clerk advised that, prior to making a decision on this matter, Members will need to consider that the Parish Council is currently planning to revert back to full physical meetings from January 2022.

The Clerk advised that an agreement on whether to be a co-signatory to a letter to the County Council on the continuation of live streaming of all meetings is not a matter which sits within the Planning Committee's Terms of Reference and therefore this matter has been referred to Full Council for a decision.

The Clerk also updated Members that videos which are still available on YouTube of these meetings have attracted over 300 views, so there is clearly a democratic argument for the continuation of live streamed meetings.

Members **agreed** that the Parish Council should be a co-signatory to a letter to the County Council with the City of Durham Trust, asking the Council to reconsider its proposed changes to the livestreaming of meetings. In doing so, Members also **agreed** to continue lobbying for virtual meetings to be made lawful once more by Government legislation.

12. REPORT FROM THE LANDLORD LICENSING WORKING GROUP

The Clerk reminded Members that, the County Council consulted on a proposed Selective Licensing Scheme for County Durham in 2020. At that time, the scheme was strongly welcomed by the Parish Council until it emerged that none of the City of Durham Parish would be included, as it did not meet the criteria set by Government for such a scheme.

The Clerk advised that the Council report at the time noted that there were (at the time of publication) 790 registered HMOs within County Durham with 766 or 97% located in and around Durham city centre.

The Clerk reminded Members that, at present, Durham County Council runs a voluntary landlord accreditation scheme to attempt to secure improvements in property condition and management practice for those landlords who choose to become a member. As it requires voluntary engagement, rogue or poor landlords are unlikely to participate and a relatively low number of landlords have joined the scheme.

The Clerk reminded Members that the Parish Council concluded in 2020 that alongside the County-wide Selective Licensing Scheme there needs to be an equivalent compulsory, self-financing scheme for Durham City to address the facts that virtually all of the County's HMOs are in Durham City, that the associated problems are extensively documented, and that the voluntary scheme is demonstrably not adequate.

The Clerk advised that, since submitting this to the Council, the Parish Council's Landlord Licensing Working Group has been seeking to establish such a scheme for Durham City, with the Sheffield SNUG scheme – tailored to Durham City – being the preferred option. The Working Group has also received a very positive presentation from colleagues in Sheffield on their SNUG scheme. The Working Group's meetings with the County Council's Portfolio holder and officers were very positive, and produced an undertaking that the officers would come back in Spring 2021 with a draft Durham version of the Sheffield scheme.

On 9th October 2021, the Clerk advised that he, Councillor Liz Brown and DURF's representative on the Working Group John Ashby met with the relevant DCC officers in order to discuss progressing this scheme further for Durham City. The meeting was called by DCC to brief representatives of the Working Group about progress with the scheme for Durham City.

The Clerk advised that DCC officers recounted that their team have been discussing with landlords and representatives from the National Residential Landlords Accreditation Scheme.

The Clerk advised that, under the newly proposed scheme, inspections would be carried out and landlords could lose their license. However, only properties with 5 or more occupants come within the licensing framework, so many or most HMOs in Durham City would not be in the scheme anyway. There are presently 820 licensed properties under the provisions of s.232 of the Housing Act 2004 (i.e. those with five or more separate tenants.) and there are 3,307 properties which have Class N Student Exemption from paying Council Tax, i.e. only 25%.

Members agreed that, by counting only registered HMOs, the County Council is seriously underestimating the problem.

There is also a trend over the past year or two for landlords to sub-divide properties into one-or two-bedroomed properties with self-contained facilities, and so fall below the threshold for HMOs. But they are still in the private rented sector.

The Clerk advised that representatives of the Working Group concluded the meeting disappointed that the County Council appears to be retreating from the understandings of 2020. The Working Group is agreed that we need a more thorough examination of what is problematic about having a Sheffield-type scheme in Durham City.

In considering this matter, Members also had regard to the analysis of student accommodation in the parish, provided by Mr Roger Cornwell.

Members **agreed** to request a full review be undertaken by the County Council setting out a range of alternative options for landlord licensing schemes in Durham City.

13. DCC CONSULTATION ON DURHAM CITY FRAMEWORK

The Clerk advised that, at its 17th November 2021 meeting, Durham County Council's Cabinet agreed a set of recommendations in a report set out by the Council's Corporate Director of Regeneration, Economy and Growth. The purpose of this report was to seek Cabinet's approval to commence public consultation on a number of masterplans across County Durham. One of which includes a Framework for Durham City.

The Clerk advised that although a key driver for this round of masterplans is Levelling Up Funding (LUF) the Council assures that these are being comprehensively prepared and therefore contain other projects and proposals that will either not be suitable for LUF or may ultimately be unsuccessful bids. This will ensure that these projects will be well placed to progress should other sources of funding be identified.

The Clerk advised that the stated purpose of the public consultation is to enable local communities including residents, businesses and other stakeholders to have their say on the content of the masterplans, as well as putting forward their own ideas for consideration. Following consultation, amendments will be made in response to the comments made wherever possible.

The Clerk advised that the document includes a vision and objectives, opportunities and challenges but then features an interactive map which identifies all current and future projects in the Durham City area.

The key proposals in the Framework include:

- Major commercial and employment development sites at Milburngate and Aykley Heads;
- A cultural hub at Millennium Place;
- Improved accessibility and public realm improvements on Durham Riverside;
- Heritage improvements at Durham Miners at Redhills, Crook Hall, Belmont Viaduct, Old Fulling Mill, Cornmill;
- Housing developments at Sniperley Park, Sherburn Road, Gilesgate and Gort Place;
- Public Realm improvements on North Road, Boathouse Yard and Fowlers Yard;
- Retail development at Dragonville, North Road and the Former Eddis site;
- Durham University development including new academic buildings and Purpose Built Student Accommodation;
- Cycling and walking projects including improved links from the railway station to the town centre;
- Improvements to and creation of a number of routes in the Durham City Local Cycling and Walking Infrastructure Plan and the Great North Cycleway;
- Transport infrastructure including new park and ride capacity, Sniperley roundabout and a number of Active Travel projects including Abbey Road to Rotary Way, Framwellgate Moor Front Street, A181 Gilesgate Access Road;

- Broader city-wide projects including new public Wi-Fi provision and fibre broadband.

In view of the timeframe in which to respond to this important consultation, putting this back to a Full Parish Council meeting prior to submitting a response is not practical.

The Clerk also reminded Members that there were a number of public drop-in sessions planned to discuss these masterplans with relevant DCC officers.

Members **agreed** that the Parish Council's Business Committee, along with the Chairs of the Environment, Planning and Licensing Committees, be tasked to respond on behalf of Full Council to this consultation.

14. REPORTS FROM PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Report by Cllr E Ashby on the Durham University Covid-19 Community Liaison Group

Cllr E Ashby presented a report from the Durham University Community Covid-19 Liaison Group meeting, held on 22nd October 2021, as follows:

1. Reported cases among students and staff remain at very low level. 6 student reported cases this year compared with +400 same week last year. Over 90% of students have had their first vaccination.

There is a good rate of compliance with the requirement to wear masks in all public spaces on campus. If rates remain low mask wearing requirement may be moderated.

The Test to Participate scheme continues.

2. In response to comments about mask wearing and crowding in city streets The Community Relations Officer said she would ask the Communications team to send out a reminder to students.

3. Responding to an enquiry about monitoring any risks associated with Covid and reports of 'spiking' in city premises, particularly as some are applying to double their capacity, it was confirmed that the University does not liaise with the (public) evening economy on these or other matters.

4. In reply to a question about student and staff response to The Shh campaign feedback was mixed: some said it was generally positive with just some mocking. One Principal said he would like it on campus too but this wasn't picked up. The SU rep. wasn't familiar with the campaign.

5. The Street Lights map was out of date but this has been taken up with the City Safety Group.

6. The next meeting is on Dec 3rd.

Report by Cllr L Brown on the Durham Access for All Group

Cllr L Brown provided an update from the last meeting of the Durham Access for All Group.

Cllr L Brown highlighted that the group is engaging with electrical vehicle charging point installers in order to ensure that these can be made accessible to disabled users.

Cllr L Brown also highlighted that the group has a particular concern about the proliferation of A Boards across the City and the impact that this is having on accessibility for users of the City.

The Clerk reminded Members that the County Council (in 2019 and 2020) commissioned an independent disability audit of the City and this had highlighted, as a recurring theme throughout the City, the issue of A boards blocking the public highway. The Clerk reminded Members that the Parish Council has asked the County Council to introduce an A boards prohibition zone – similar to that introduced in the City of York – to both Saddler Street and Silver Street. The Clerk advised that he had received a response from DCC on this request to say that this is being looked into internally within the County Council. The Clerk also reported that the Chair of the Parish Council's Licensing Committee Cllr S Walker is in the Northern Echo this week calling on action to be taken on this issue.

The Clerk advised that he would share the response from DCC on this matter with the Durham Access for All Group and Mr Barry Gower.

Cllr L Brown also highlighted that the Group has a particular concern about the removal of some disabled badge holder parking bays in the City and advised that she would be looking into this with DCC.

The Chair thanked both Cllrs E Ashby and L Brown for their reports.

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

Signed,

**Chair of the City of Durham Parish Council
(27th January 2022)**

ITEM 5: TERMS OF REFERENCE FOR PARISH COUNCIL CLIMATE LEAD

Members are reminded that the Council recently agreed to establish a set of Terms of Reference for a Parish Council Climate Lead role.

At the Full Council meeting in September 2021, the Environment Committee committed to supporting the temporary Climate Lead for the Environment Committee – agreed as Cllr R Friederichsen - in developing a Terms of Reference document for a Council-wide Climate Lead role. The Climate Lead's responsibility will be to support the Chair of the Parish Council and Committee Chairs and to help coordinate the Council's climate-related actions based on the existing division of work between Parish Council Committees and Full Council.

The following Terms of Reference have been drafted and agreed as a recommendation to Full Council by the Parish Council's Environment Committee. In agreeing these Terms of Reference, the Environment Committee also agreed to recommend that Cllr R Friederichsen should assume this role until May 2022 whereupon the annual nomination would re-commence.

1. The Nomination

The Parish Council shall nominate one councillor of the Environment Committee at its annual meeting in May to undertake various roles consequential on the Parish Council's declaration of a climate emergency in March 2019. The councillor will be termed 'City of Durham Climate Lead' and will act to strengthen the Council's climate-related work in the short and long term. Strong climate action is strategic; it integrates the various parts of the Council, and covers mitigation as well as adaptation.

2. The Nomination process

Any councillor may nominate themselves for the role. Any nomination should be submitted in writing to the Clerk 7 clear working days before the meeting. Any nomination should be seconded by another councillor whose name should be recorded on the written submission. The nomination will be subject to a majority vote of the full Council. In the event of two or more nominations, there will an election whereby the successful nomination will have a majority of votes cast; in the event of a tie, the Chair will have the casting vote.

3. The Length of Nomination

The period of nomination shall be for one calendar year; it may be renewed annually.

4. The Roles

The Climate Lead's roles are as follows:

- to support the Chair and Vice-Chair on climate-related discussions and decisions relating to the Full Council;

- to advise on and support coordination of climate action across the Committees of the Council through the Committees’ Chairs and Vice-Chairs;
- to provide guidance on, and - where tasked to do so – coordinating, the actions of the Parish Council as a whole and its committees;
- to provide guidance on those areas of Parish Council where there is a climate aspect, including:
 - procurement and commissioning;
 - place shaping (planning, development, transport);
 - showcasing;
 - partnerships;
 - involving, engaging, communicating (see Local Government Association (2021; point 3.2) A councillor’s workbook on the local pathway to net zero).
- to support the development of external relationships when tasked to do so by the Parish Council and its Committees;
- to attend meetings of external partners to provide guidance on, and - where tasked to do so – coordinating, the actions of the Parish Council as a whole and its committees;
- to support learning and development regarding climate policy;
- to access technical expertise to inform the Parish Council’s climate action.

5. Reporting

The Climate Lead reports to the Chair and Vice Chair of the Environment Committee and to the Chair and Vice-Chair of the Full Council, as appropriate.

6. Standing Orders and Financial Regulations

The nomination should act at all times within the Parish Council’s Standing Orders, with particular reference to SO18 (Financial Controls and Procurement), SO22 (Relations with Press/Media), SO24 (Communicating with District and County or Unitary Councillors), SO25 (Restrictions On Councillor Activities), FR 10 (Orders for work, goods and services), FR11 (Contracts), FR15 (Insurance) and FR17 (Risk management). The nomination should also act in accordance with City of Durham Parish Council policies on Communications, Environment and Sustainability, Equality and Diversity, Health and Safety, Safeguarding and Social Media.

It is proposed that these Terms of Reference also be reviewed on an ongoing basis at the annual Parish Council meeting in May.

DECISIONS REQUIRED	<ol style="list-style-type: none"> 1) For Members to agree the Terms of Reference for the Parish Council’s Climate Lead role. 2) For Members to approve that Cllr R Friederichsen should assume this role until May 2022. 3) For Members to agree to keep these Terms of Reference under ongoing review at each annual Parish Council meeting in May.
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ITEM 5: PROPOSAL TO LAUNCH A BEST-RUN LICENSED PREMISES AWARD IN DURHAM CITY

Members are reminded that £800 was agreed in January 2021 towards a proposal by the Parish Council's Licensing Committee to launch a best-run licensed premises award.

As Members are aware, the Parish Council's Licensing Committee has delegated responsibility on behalf of Full Council to consider and respond to all licensing matters affecting the parish area. The Licensing Committee works proactively with both DCC and premises in the City to ensure that all premises operate in a way which is consistent with the four licensing objectives namely:

- (i) Public safety
- (ii) Prevention of public nuisance
- (iii) Prevention of crime and disorder
- (iv) The protection of children from harm

As part of this work, the Parish Council's Licensing Committee has been working to establish an award for the best-run licensed premises in the City, based on the following proposed criteria:

- Does the premises promote the Shhh 11pm to 7am campaign?
- How well does the premises engage with the local community?
- How well does the premises promotes a positive community cohesion?
- Does the premises make a positive contribution to the street scene?
- Is the premises "dogs and children friendly"?

In conjunction with this, the Licensing Committee has also agreed to establish an award for the best-run Durham University college bar, with the following criteria proposed following consultation with the University's Deputy Head of Catering:

Criteria (Total 100%)

Contribution to the 4 Licensing Objectives (40%);

10 points to each of the 4 objectives but only for evidence of going beyond the basic licensing requirements on at least one item on the list under each objective. i.e. evidence of new thinking or imaginative ways of delivery.

Promotion of Shhh 11-7 Campaign (15%);

Engagement with the Local Durham Community (15%);

Contribution to the Durham Street Scene (15%);

Evidence of Other, Including Charity (15%).

It is hoped that this award may be launched to premises at the end of January 2022 with each application being judged and the award presented during the current financial year.

The full funding agreed by the Parish Council is requested for this scheme and it is hoped that outside judges from partner organisations such as DurhamBID, Visit County Durham, etc. may be involved with this, with input from Durham Police.

In addition to the Parish Council's scheme, DurhamBID is presently investigating bringing Purple Flag to the City. Purple Flag is an accreditation scheme that recognises excellence in the management of town and city centres at night - entertainment areas that achieve the standard will benefit from an improved night time environment and a reputation that offers 'a better night out' to visitors.

The Licensing Committee has engaged with DurhamBID on this and it is agreed that the Parish Council's scheme compliments – rather than conflicts with – the Purple Flag scheme. The latter being considered a broader scheme of the management of the whole City centre as opposed to recognising individual excellence from an individual premises.

DECISION REQUIRED	For Members to agree to launch the best-run licensed premises award in Durham City as set out in the above report, delegating responsibility for this to the Parish Council's Licensing Committee.
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ITEM 7: PARISH COUNCIL STRATEGY 2022-23

There is a need for the Parish Council to agree its strategy for 2022-23.

The aim of the Parish Council's strategy is to give local residents, Councillors and Officers a clear understanding of what the council is trying to achieve and how it intends to deliver its aims and objectives. The strategy sets out what the areas of development or change the Council intends to focus on over the next year outlining those areas of service that are identified as priority aims and objectives.

As part of this, all Parish Council Committees were asked to agree their priorities for the forthcoming financial year so that this can feed into the Parish Council's budget agreement.

At the November Full Parish Council meeting, Members agreed that the five overarching priorities for the Parish Council would be:

- 1.** Being an ambitious voice for the city
- 2.** Enhancing the physical and mental wellbeing of our residents and addressing inequalities in our parish
- 3.** Upholding the Neighbourhood Plan and representing the parish on planning matters
- 4.** Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish
- 5.** Taking action to combat the climate and ecological emergencies.

The purpose of this report is to set out the aims and objectives of each Committee of the Parish Council under these five key priorities. Councillors will also be considering budget proposals as part of the report into the Parish Council's budget for 2022/23.

The Finance Committee and Personnel Committee are not included in this as they are Committees which support the day-to-day management of the Parish Council as opposed to delivering projects for the community.

Looking Forwards

The 'Looking Forwards' document has also been included as part of this work. 'Looking Forwards' is a companion document to the Durham City Neighbourhood Plan and has been developed by the City of Durham Parish Council Neighbourhood Plan Working Party. It is built on the aspirations and views as expressed by local people for their City during the five years of preparation of the Plan. It looks forward to greater involvement of the community in making Durham a more creative and sustainable City.

Committee priorities

The priorities for each Committee in 2022/23 are set out below.

Environment Committee

Council priorities 2022/23	Environment Committee priorities 2022/23	Looking Forwards initiative(s)
1. Being an ambitious voice for the city	Engaging with and responding to residents of all ages and backgrounds in environment-related work Mobilise Volunteer groups Work with young people and respond to their concerns	Theme 6: A City with an enriched community life.
2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish	Promote cleaner air, a cleaner river, green spaces, and streets for living across the city. Reduction in light pollution. Reduction in night time noise. Sustainable travel	Theme 1: A City With A Sustainable Future Theme 5: A City With A Modern And Sustainable Transport Infrastructure
3. Upholding the neighbourhood plan and representing the parish on planning matters.	Work with all relevant committees to ensure the climate and ecological emergencies are considered in all planning matters. Sustainable housing	Theme 4: A City with attractive and affordable places to live
4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish	Improve and protect the appearance of the city and its heritage.	Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
5. Taking action to combat the climate and ecological emergencies.	Be proactive and collaborate with all partners (including Parish Council committees, Durham County Council, residents, developers, landlords, and other businesses) to coordinate our impact on the climate and ecological emergencies and increase community resilience. Encourage sustainable Travel Increased awareness and action on climate change.	Theme 1: A City With A Sustainable Future Theme 5: A City With A Modern And Sustainable Transport Infrastructure

	Tackle the ecological emergency	
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Planning Committee

Council priorities 2022/23	Planning Committee priorities 2022/23	Looking Forwards initiative(s)
1. Being an ambitious voice for the city	Representing the Parish as a consultee on planning matters	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 4: A City With Attractive And Affordable Places To Live
	Consulting the Parish on planning matters	Theme 1: A City With A Sustainable Future
2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish	Ensuring schemes deliver the required levels of affordable housing and adapted housing for the disabled and elderly.	Theme 4. A City With Attractive And Affordable Places To Live
	Promoting the creation and adoption of new Public Rights of Way and ensuring that they are accessible to all.	Theme 2: A Beautiful And Historic City Theme 5: A City With A Modern And Sustainable Transport Infrastructure

	Protecting our green infrastructure and assets within our parish boundary and ensuring that they are used to the best possible public benefit.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
3. Upholding the neighbourhood plan and representing the parish on planning matters.	Upholding the development plans for the area i.e. Neighbourhood Plan and County Durham Plan.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 4: A City With Attractive And Affordable Places To Live
	To maintain and develop an evidence-base to update the Neighbourhood Plan and comment on planning applications.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 4: A City With Attractive And Affordable Places To Live
	Protecting our World Heritage Site, Conservation Areas and designated and non-designated heritage assets.	Theme 2: A Beautiful And Historic City
	Delivering a Conservation Area Management Plan	Theme 2: A Beautiful And Historic City

	Protecting against overdevelopment	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 4: A City With Attractive And Affordable Places To Live
	Delivering an enhanced planning enforcement service for the parish	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 4: A City With Attractive And Affordable Places To Live
4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish	Supporting accommodation above retail units in the City centre.	Theme 1: A City With A Sustainable Future Theme 4: A City With Attractive And Affordable Places To Live
	Supporting tourist attractions and transport infrastructure for the visitor economy	Theme 1: A City With A Sustainable Future
5. Taking action to combat the climate and ecological emergencies.	Putting green future at the heart of planning considerations	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City

	Resisting schemes which do not deliver net zero by 2030 and supporting those which do.	Theme 1: A City With A Sustainable Future
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Business Committee

Council priorities	Business Committee Priorities	Looking Forwards initiative(s)
1. Being an ambitious voice for the city	Engaging with local businesses	Theme 3: A City with a diverse and resilient economy
2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish	Promoting responsible businesses	Theme 3: A City with a diverse and resilient economy
3. Upholding the neighbourhood plan and representing the parish on planning matters.	Supporting new businesses in empty units across the city	Theme 3: A City with a diverse and resilient economy
4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish	Marketing Durham as a place to visit	Theme 3: A City with a diverse and resilient economy Theme 5: A City with a modern and sustainable transport infrastructure
	Contracting professional support for local businesses in the city	Theme 3: A City with a diverse and resilient economy
	Promoting businesses in the city centre and encouraging a variety of businesses to ensure wide range of choice for visitors	Theme 3: A City with a diverse and resilient economy
5. Taking action to combat the climate and ecological emergencies.	Reducing food miles by encouraging the use of local suppliers	Theme 3: A City with a diverse and resilient economy Theme 6: A City with an enriched community life

Licensing Committee

Council priorities	Licensing Committee Priorities	Looking Forwards initiative(s)
1. Being an ambitious voice for the city	Representing the Parish on licensing matters	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
2. Enhancing physical and mental wellbeing of our residents and addressing inequalities in our parish	Ensuring that all new licensing applications and existing premises promote the four licensing objectives.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
	Empowering our residents to make informed representations on licensing matters.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
	Supporting a cumulative impact policy for the Parish	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
	Making licensing as open as possible through hosting an online licensing map	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City
	Making the City more accessible to all by representing the needs of all users in relation to pavement and outdoor seating applications.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City

		Theme 3: A City with a diverse and resilient economy
3. Upholding the neighbourhood plan and representing the parish on planning matters.	Ensuring that the objectives of licensing and planning are aligned.	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
4. Creating a positive environment for businesses and encouraging tourism to improve prosperity of parish	Promoting the early evening economy to families and tourists	Theme 1: A City With A Sustainable Future Theme 2: A Beautiful And Historic City Theme 3: A City with a diverse and resilient economy
5. Taking action to combat the climate and ecological emergencies.	N/A	N/A

DECISION REQUIRED	For Members to approve the above Strategy for the Parish Council and its Committees for 2022-23 as set out in the above report.
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ITEM 8: PARISH COUNCIL BUDGET FOR THE FINANCIAL YEAR 2022/23

As Members are aware, there is a need for the Parish Council to have agreed its budget and to submit its precept request for the forthcoming Financial Year by the end of January 2022.

In order to support this work, all of the Parish Council's Committees met last year and have submitted the following budget proposals for their work from April 2022.

It is now necessary for the Parish Council to consider these proposals and to make any changes as necessary.

As with previous years, the Parish Council's Finance Committee met in early January and approved the below as a proposed budget for Full Council for the Financial Year 2022/23.

Income and carry over funds	Cost (£)
Projected remaining funds from 2021-22	£88,382.32
Proposed precept for the financial year 2022-23	£156,737.17
TOTAL	£245,119.49

Planning Committee

Item of potential expenditure	Cost (£)
Professional support in responding to planning applications	4,000.00
Supporting the production of a Conservation Area Management Plan	10,000.00
TOTAL PROVISION IN 2022-23 AGAINST PRIORITIES	14,000.00

Licensing Committee

Item of potential expenditure	Cost (£)
Enhanced drug searching SLA with Durham Police	1,800.00
Hosting a licensing training event	1,000.00
Licensing award	1,000.00
TOTAL PROVISION IN 2022-23 AGAINST PRIORITIES	3,800.00

Environment Committee

Item of expenditure	Cost (£)
PRIORITY 1: Being a voice for the City	
OASES/ schools project	3,000.00
PRIORITY 2: Noise abatement	
Building on the Shhh campaign	2,000.00
PRIORITY 3: Clean Air, Clean and Green City	
Planting up and greening the parish	10,000.00
Event for clean air and active travel	1,500.00
PRIORITY 4: Heritage	
Information Boards on heritage and nature	3,000.00
Creation of new blue plaques in the parish	1,000.00
PRIORITY 5: Appearance of the City	
Neighbourhood Warden SLA with DCC	10,000.00
Christmas Frontages Awards (possible collaborative project with Business Committee)	2,000.00
Improving the river	6,000.00
PRIORITY 6: Climate Emergency	
Continuation of Terracycle scheme	3,000.00
Celebrating plastic free businesses	1,000.00
Community composting project	1,000.00
TOTAL PROVISION IN 2022-23 AGAINST PRIORITIES	42,500.00

Business Committee

Item of potential expenditure	Cost (£)
PRIORITY 1: Professional support for independent businesses in Durham	10,800.00
PRIORITY 2: Maintaining and promoting the e-commerce website "Totally Locally Durham" for Durham City Businesses	1,000.00
PRIORITY 3: Hosting events in Durham City (Remembrance Sunday, Christmas events, Queen's Jubilee 2022, miscellaneous).	22,000.00
TOTAL PROVISION IN 2022-23 AGAINST PRIORITIES	33,800.00

Full Council

Item of Expenditure	Cost (£)
PRIORITY 1: Administration of Parish Council (rent, room hire, audit, insurance, printing and postage, newsletters, website, other expenditure)	15,000.00
PRIORITY 2: Training budget	3,000.00
PRIORITY 3: grants for local community and voluntary organisations	15,000.00
PRIORITY 4: Staffing costs – including salary, National Insurance contributions and workplace pension	56,000.00
TOTAL PROVISION IN 2022-23 AGAINST PRIORITIES	89,000.00

Committee	Proposed expenditure (2022/2023) against priorities (£)
Planning Committee	14,000.00
Licensing Committee	3,800.00
Environment Committee	42,500.00
Business Committee	33,800.00
Full Council	89,000.00
TOTAL POTENTIAL PROVISION IN 2022-2023 AGAINST PRIORITIES	183,100.00

It is expected that the Parish Council will finish the current Financial Year (2021-22) with (approximately) £88,000 remaining in the bank account (taking into account).

Of the remaining £88,000, the following was **agreed** at the Finance Committee in January to be ring fenced for 2022/23:

General Reserves	£45,000.00
Contingencies	£15,000.00
TOTAL	£60,000.00

DECISION REQUIRED	Members are asked to approve the Full Council budget for the financial year 2022-23.
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ITEM 9: PARISH COUNCIL PRECEPT REQUEST FOR THE FINANCIAL YEAR 2022-23

Budget

Please refer to Item 8 for consideration of budget priorities for 2022/2023.

Information on Council Tax base

Council Tax base is calculated by taking the number of houses in the City of Durham Parish Council area, allocating a weight to them based on their council tax banding and adding up the total of the weighted households. For example, higher council tax band properties carry a higher weighting and lower council tax base properties carry a lower council tax weighting. The Council Tax Base can therefore fluctuate from year to year based on the number of properties in each area. For example, council tax base will increase if any new houses have been built and the occupants have started to pay council tax but may decrease if for example any houses have been demolished in an area or have changed their use from Use Class C3 to Use Class C4 or sui generis (non-tax paying Use Classes).

The 2022/23 City of Durham Parish Council Tax Base was calculated at 4,494.9. For 2021/22 the Tax Base was 4,421.1. Our Tax Base has therefore increased by 82.8.

This means that, if the Parish Council retains its current council tax band D charge of £34.87, it can generate a precept of £156,737.17. This would represent an increase from 2021/22 which generated a total precept of £153,849.93.

Local Council Tax Reduction Scheme Grant

The LCTRS grant payable to the City of Durham for 2022/23 is £0. In 2021/22, the LCTRS grant paid to the Parish Council was £622.00. (Total amount paid to the Parish Council in 2021/22 – £154,471.93)

Therefore, should Councillors decide to retain the current council tax charge, the total income for the Parish Council (from Precept and LCTRS Grant) would increase (from 2021-22 levels) by £2,265.24 and would therefore be £156,737.17.

Precept request

The precept request must be submitted to Durham County Council by the end of January 2022.

At its meeting on 11th January 2022, the Parish Council's Finance Committee agreed to recommend to Full Council that the Parish Council's precept again be frozen for 2022/23, thus generating a total precept of £156,737.17.

DECISION REQUIRED	Councillors are asked to agree the precept request for the financial year 2022/23.
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ITEM 10: REPORT ON PARISH COUNCIL INTERNAL CONTROLS

1. RESPONSIBILITY

Regulation 4 of the Accounts and Audit (Amendment) (England) Regulations 2011 requires Councils to carry out a review of their internal controls annually before the end of the financial year.

The City of Durham Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for.

In discharging this responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. SYSTEM OF INTERNAL CONTROL

The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively, efficiently and economically.

The Parish Council has now adopted a risk register and this is under continuing review by the Clerk and any issues arising from risk assessments carried out will be reported to full Council.

The Council

The Council has elected a Chair who is responsible for the smooth running of meetings and together with the Clerk for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following year at its January full Council meeting each year. The January meeting of the Council also approves the level of precept for the following financial year.

The full Council meets at least 11 times per year. The Parish Council does not usually meet in August.

A budget report is prepared and submitted to all of the Parish Council's Finance Committee meetings showing income and expenditure together with a budget update for all Committee spends. Any budget revision reports are also reported for information and these set out any changes to the budget as per Council decisions or any known budget over or underspends.

Clerk to the Council

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations and advises the Council on

managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to. The Clerk also manages projects agreed by full Council and works with all suppliers and contractors agreed by full Council to carry out functions on behalf of the Council.

2021 has again been a difficult year for all due to the ongoing Covid-19 situation. It became apparent in March 2020, just before the first national lockdown that things would be operating very differently, and it was then that NALC and the Society of Local Council Clerks (SLCC) recommended reviewing and agreeing local councils' delegation to the Clerk. Councillors agreed this delegation to enable the Council to fulfil its responsibilities to its residents.

This meant that day to day operations of the Parish Council could continue normally as much as possible. The Parish Council has continued holding meetings of Committees via Zoom and returned to physical meetings of the Full Council in 2021, whilst observing the latest Covid-19 guidance from Government throughout.

Payments

All payments made are reported to all Finance Committee meetings. The Parish Council now makes all payments via electronic banking. Two Members of the Council from the current list of five authorised signatories (excluding the Clerk who acts as administrator) must authorise every payment against invoices before authorising the payment using their own login details provided by the bank.

There is a facility for making urgent payments out of meeting if necessary. Such payments are also reported to the Parish Council's Finance Committee meeting and all decisions to spend funds as urgent action are ratified at the next Full Council meetings and minuted as such.

Risk Assessments/Risk Management

The Council carries out regular risk assessments in respect of actions. The Clerk makes an annual risk management report to the Council. A review of financial management risks is included as part of the review report.

Internal Audit

Last year, the Council appointed an independent Internal Auditor, Mr Gordon Fletcher, who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management
- Reviews
- Insurance cover

A review of internal audit must be carried out before the end of each financial year.

Gordon Fletcher has indicated that he is willing to carry out an audit of the Parish Council again next year. The cost of this service is £150.

Gordon was previously the Audit Manager at Easington District Council before retiring when the Unitary Council was formed and set up his own business by providing an internal audit service for Town and Parish Councils. This has grown to a current portfolio of 7 local Town Councils and 24 local Parish Councils.

Gordon is C.M.I.I.A. (Chartered Member of the Institute of Internal Auditors) qualified and has his own professional indemnity insurance.

External Audit

The Council's External Auditors are Mazars, appointed by the Smaller Authorities' Audit Appointments (SAAA). They submit an annual Certificate of Audit, which is presented to the Council, together with a copy of their report listing any issues to be raised. At the end of the Audit the Council must display the Notice of Conclusion of Audit for 14 days and must make the Annual Governance and Audit Return (AGAR) and Final Accounts available on request. These are also displayed on the Parish Council's website.

3. REVIEW OF EFFECTIVENESS

The Council has a responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- The Full Council
- The Clerk to the Council who has responsibility for the development and maintenance of the internal control environment and managing risks
- The independent Internal Auditor who reviews the Council's systems of internal control
- Mazars, the Council's external auditors, who make the final check using the AGAR, which is completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor.

4. EXTERNAL AUDIT REPORT

The external audit report for 2020-21 was carried out by Mazars and was completed in September 2021. No issues were raised by the external auditors.

5. INTERNAL CONTROL ISSUES

The Auditors did not raise any issues as part of the 2020-21 Audit.

The Internal Auditor did recommend that the Council open a new bank account, not associated with its existing bank, in order to further protect its finances. At present, only £85,000 would be protected as part of the Financial Services

Compensation Scheme (FSCS). The Council has now opened an account with NatWest Bank and funds will be deposited into this account.

An alternative electronic provision for approving invoices has been arranged for this year in view of the Covid-19 pandemic but going forwards it is hoped that these can be approved by wet signature in addition to the online approval.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) Councillors are requested to approve the report.2) Councillors are asked to agree to the appointment of Mr Gordon Fletcher as the Parish Council's internal auditor for the financial year 2021/22.
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ITEM 12: REPORT BY CLLR V ASHFIELD ON SECTION 106 PROJECT PROPOSALS IN THE ELVET AND GILESGATE DIVISION

Funds totalling £280,106.31 are available from 11 separate developments which have taken place in Elvet and Gilesgate. A later development is also likely to contribute further funds. The details are available in **Appendix A**. They are designated to be spent on either Public Art or Open Space / Recreation / Sport.

In October, I approached all the Residents' Associations in Elvet and Gilesgate and heard back from all but one. The Parish Council was also approached by some representatives of the community and other suggestions arose from the Parish Council's Environment Committee.

Appendix B summarises the suggestions and indicates whether they are likely to fit into the category of Art or Open Spaces and provides an update of the status they have achieved so far.

Some of the projects are already in train and being progressed by the relevant residents' association in terms of either preparing for a bid or beginning the work where it can be begun informally without funds. One of the projects would be a major partnership between the Parish Council, St Nicholas Church and Believe Housing: another would be a partnership between the Cathedral, SNCF and the Parish Council. Those involving a partnership or leadership from another organisation will reduce administration for the Parish Council.

I have consulted with all the Councillors in the Ward. I received broad support and additional suggestions which I have included.

Approximately £4,500 from the Section 106 fund from the application DM/14/03713/FPA is to be allocated to the Parish Council for the Ruth First mural project following a successful application.

DECISION REQUIRED	Councillors are asked to consider the attached Appendices to this report and agree which of these projects would, in principle, have Parish Council support and thereafter await an application from the relevant group/ organisation.
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ITEM 13: REPORT BY CLLR R FRIEDERICHSEN ON CLOUD-BASED WORKING AND COLLABORATION FOR THE PARISH COUNCIL

This proposal is based on three observed issues:

- access all official documents which the Parish Council has produced so far;
- organisation of the documentation of what the Parish Council overall has achieved so far for future councils and councillors;
- promotion of remote working - for example in a Committee, by making suggestions in the file the Committee is working on rather than sending comments back and forth over email.

The proposal suggests three actions:

- to adopt a file hosting service which enables cloud-based collaboration and easy access to all the information a user is given access permission for (a user-friendly and very low price option is Dropbox Business of which the standard plan costs £10 per user and month; see <https://help.dropbox.com/guide/team/how-to-use-dropbox#how-to-use-dropbox-business>). The set-up and maintenance of this service could in principle be managed by the Clerk and/or Assistant Clerk and councillors without paid training, and it would enable all of the above ways of working;
- councillors and staff to receive training in virtual teamwork. Becoming a more effective and efficient virtual team will require adopting and developing new shared working practices. For instance, "asynchronous collaboration" is a key practice in virtual teamwork as it capitalises on the principle that everybody contributes their bit to a joint piece of work in their own time. However, to make this work, all those involved require some shared knowledge to enable efficient and effective practices to e.g. co-write documents to develop new ideas and for tracking progress with ongoing projects;
- reviewing the added-value of the two actions in a year's time. Maybe councillors and staff feel more sophisticated IT is required to develop virtual teamwork further, and/or maybe it becomes that more skills training is required.

If the Parish Council or its committees consider that such actions may facilitate their work, then a review into virtual team working should be undertaken among all councillors as a baseline survey to establish the current level of virtual teamwork skills, knowledge and attitudes among councillors and staff in the first quarter of 2022. A modified version of this survey would then be repeated toward the end of 2022 and inform any further investments in training and/or technology.

The results of the survey would be discussed at a future meeting of the Parish Council. If there was agreement to proceed then the Parish Council would then need to initiate a process for (i) the identification, purchase, and implementation of a suitable file hosting service and (ii) contracting a suitable virtual teamwork training provider and schedule training in due course.

DECISIONS REQUIRED	<ol style="list-style-type: none">1) For members to agree to exploring the adoption of a new cloud-based file hosting service to facilitate Parish Council and Committee work by means of carrying out a baseline survey to establish:<ol style="list-style-type: none">(i) current levels of virtual teamwork skills, knowledge and attitudes among councillors and staff; and(ii) their willingness to adopt the proposed new technology to improve the quality of virtual teamwork. 2) For members to consider the arrangements for undertaking the survey and prepare a report for future discussion at a meeting of the Parish Council.
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ITEM 14: MOTION BY CLLR E ASHBY ON THE RIGHT TO FOOD CAMPAIGN

Councillor E Ashby wishes to propose the following motion to the Parish Council on supporting the Right to Food campaign:

The motion

"Reflecting its concerns about reports of increasing demands on food banks, the growing availability of fast foods and the impact of diet related issues among both children and adults on health and other public services, the City of Durham Parish Council fully supports the campaign to have the Right to Food enshrined in English Law".

DECISION REQUIRED	For Members to agree to the above motion and take any and all appropriate action associated with this motion.
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ITEM 16: REPORT BY CLLR C LATTIN FROM THE 22ND NOVEMBER MEETING OF THE DURHAM UNIVERSITY COMMUNITY ENGAGEMENT TASK FORCE LIVED ENVIRONMENT SUB-GROUP.

David Loudon – absent. Rebecca Eves led the meeting

Also present: Matthew Wright, Bill Moir, Walia Kani, John Ashby, John Lowe, Rebecca Eves, Yvonne Flynn, Matthew Deakin, Chris Hindmarsh, Bernie Taylor (Minutes) Carole Lattin (CODP)

1. The Mount Oswald development, the Teaching and Learning Centre and the Mathematical Science and Computing sites are completed.
2. In the Terms of Reference, Walia Kani is nominated as the Community lead.
3. Bill Moir, a new member, is representing Durham Area Action Partnership.
4. Jonah Graham, the Student representative was unable to be present but submitted a written report. This said that the Tenants' Union had re-started after Covid. The Students' Union is hosting an online meeting before students come up to Durham about the need for caution before signing agreements with landlords., in the 'Take Time to Sign' Campaign. Because of increased demand for student accommodation, students are facing higher rental prices.
5. PBSA/Accommodation Update (M. Deakin)
Matthew confirmed that an additional 1,200 students, above the already higher target, have joined the university this year. To accommodate these, the university have leased PBSA space e.g., 96 students at Ernest Place and others at Dunholme, Rushford Court, Houghall Court and The Village (100) The rooms are licensed by the university and attached to colleges. All first year students have been accommodated though this has entailed many post grads being unable to remain in college. (Usually 1,400 postgrads and this year only 700 have been accommodated.) The university is about to publish its prices for next year. Next year, the numbers who deferred from this year, thanks to the cash incentive offered, will be added to the target so there will be a decrease in new offers. The University calculates that they have 7,500 bed spaces available. Clarification was asked, because this figure does not enable the university to reach its target of 50% of undergraduates living in colleges. It was confirmed that if the proposed building of new colleges goes ahead as their masterplan states, then they would be able to reach 50% occupancy of its students, and there is at this time no intention of lowering the target figure.
6. Landlord Licensing: A national conference was held, where information was shared by other University towns with self-financing regulation of landlords so that landlords comply with higher standards in their properties. It was felt that DCC are back-tracking and are now proposing a voluntary scheme

which would only cover 25% of student properties. CODP want a compulsory scheme and have sent a paper to this effect to DCC.

7. University Open Days. A Community Fun Day is planned for next summer and an 'Open Buildings' event to provide tours around a few of the university buildings. This would be on a rolling basis, with different sites each year. The City of Durham Trust welcomes the opportunity that this would provide for a closer look at the architecture of university buildings. Firm plans will be presented at the next meeting.
8. Update of the September meeting of DURF:
 - Confirmation of new residents' membership of DURF – Mount Oswald and the Viaduct area.
 - The university has been requested to deliver a formal community strategy. This should go to the Community Forum.
 - The conference on Anti-social behaviour is deferred.
 - Livers' Out leaflets received and delivered.
 - The development of a web-based course on living out successfully is still hopefully to be progressed.
 - The hours when the new Tesco can sell alcohol have been reduced.
 - Plans for a new PBSA on the Apollo Bingo site were discussed.
 - Awareness of the need for more accommodation during the re-development of Hild Bede.
 - Sssh campaign
 - The excellent paper on managing ASB was discussed. When asked for their priorities most people chose the re-instatement of the police responsibilities.
 - There is now a procedure for identifying properties which cause noise issues and community orders can be issued.
9. Agreed that a key opportunity is the recognition that the Lived Environment includes the open spaces in Durham as well as buildings, and that these are much appreciated by Durham students and valued for the mental and physical health benefits they offer. An example of co-operation between the university, the City of Durham Parish Council and the City of Durham Trust is the Seven Hills Trail. Some minor issues remain to be settled about the infrastructure of this walk and action was promised.
10. Spiking. The University is eager to support its students. JCR heads have developed a campaign to promote safety, called Durham Unite. The university is working with college licensed bars, city bars and the Student Union to communicate safety advice and how to report incidents.
11. University volunteering. A volunteer Fair was held at St. Oswald Institute. University staff can now get time off work to volunteer in the community and new portals have been developed to publicise opportunities to staff and students.

ITEM 16: REPORT BY CLLR V ASHFIELD FROM THE 6TH DECEMBER MEETING OF THE DURHAM UNIVERSITY COMMUNITY ENGAGEMENT TASK FORCE CITIZENSHIP SUB-GROUP.

1. There was no representation from Police or Councils I asked if the University could schedule the next meeting with confirmation from Police and DCC that the day chosen was one they could attend.
2. A charter mark scheme is to be implemented in pubs and bars (re spiking and the like) and training in all College bars. Some spiking has been thought to have happened in College bars and all College bars now have CCTV. One of the students said there is work being done on the drinking culture.
3. There is an online and Face to face module on values and behaviours for staff and students. Part of that will include being responsible citizens.
4. The ASN procedure has been signed off by all. The press release is taking some time.
5. Two student wardens are in post, there is talk of a Street Champions scheme.
6. The University is reviewing the enhanced warden service and the Parish Council and Residents' Associations are asked for feedback please.
7. There was a discussion around improving or reclaiming back lanes. I asked that the PC should be kept informed as we also have a project for improvement to some back lanes. The Residents' Association rep asked that student wardens to talk to local residents.