

CITY OF DURHAM PARISH COUNCIL

Minutes of the meeting of the City of Durham Full Parish Council held on Thursday 25th June 2020 at 18:00 via Zoom.

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

2. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

Cllr E Ashby declared an interest in the grant application being considered under item 5 of the Agenda for SNCF

Cllr J Ashby declared an interest in the grant application being considered under item 5 of the Agenda for SNCF

Cllr M Ross declared an interest in the grant application being considered under item 5 of the Agenda for SNCF

Cllr V Ashfield declared an interest in the grant applications being considered under item 5 of the Agenda for SNCF and the Woodman Inn Group.

Cllr E Scott declared an interest in the grant application being considered under item 5 of the Agenda for the Lowes Barn Community Project.

Cllr A Doig declared an interest in the grant application being considered under item 5 of the Agenda for the Lowes Barn Community Project.

Cllr L Brown declared an interest in the grant application being considered under item 5 of the Agenda for the Lowes Barn Community Project.

Cllr J Elmer declared an interest in the grant application being considered under item 5 of the Agenda for the Durham City Woodcraft Folk.

3. PUBLIC PARTICIPATION

None received.

4. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 27TH FEBRUARY 2020

The Minutes of the meeting held on 27th February 2020 were unanimously **agreed** as a true and accurate record of proceedings.

5. 2020/21 ALLOCATION OF GRANT FUNDING TO LOCAL VOLUNTARY AND COMMUNITY ORGANISATIONS

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

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

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

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

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

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

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

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

The Clerk advised that, if the allocation as set out above is agreed by Members, this will take overall spend to £22,774.50 and that the additional expenditure will need to be agreed by Full Council.

Cllr A Doig advised that the Finance Committee felt that the additional expenditure of £2,774.50 towards supporting local community and voluntary organisations is justified in light of the increased pressure the Covid-19 pandemic has placed on these organisations.

Members **agreed** to the allocation of grant funding as recommended by the Parish Council Finance Committee. Members also **agreed** to the additional expenditure of £2,774.50 towards supporting local community and voluntary organisations.

6. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2019/20

- (i) Members considered and **agreed** the actions arising from the report of the internal auditor for 2019-20. Specifically, Members agreed that all invoices would be signed and/or approved in writing as an additional measure of approval.
- (ii) Members **approved** the annual governance statement for 2019-20
- (iii) Members **approved** the draft annual accounts for 2019-20
- (iv) Members **approved** the Council's register of assets
- (v) Members **approved** the accounting statement and explanation of variances for 2019-20

Members thanked the Clerk for his work through the year and with the annual audit.

7. EMERGENCY COVID-19 BUSINESS RESILIENCE FUND

The Chair reminded Members that the Parish Council agreed to create a Covid-19 business resilience fund earlier this month in order to provide urgent support to local businesses impacted by the COVID-19 crisis.

The Clerk advised that this was a recommendation from the Parish Council's Finance Committee meeting in June following consideration of the underspend from the financial year 2019/20.

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

The Clerk advised that all of the funding has now been allocated and 45 businesses (offering a range of products and services) across the parish area have been supported. Many successful applicants have responded with their thanks and stated that this funding has been a "lifeline" for their business. The funding was made available to businesses within 48 hours of applying

The Chair also reported that all applicants have agreed to advertise the support they have received from the Parish Council.

The Clerk and the Chair thanked Cllrs L Brown and R Cornwell for acting so swiftly in approving payments to ensure funds got to local business as quickly as possible.

Members **agreed** to ratify the decision taken over writing to agree to the establishment of this £30,000 funding for the purposes as set out in the report to Council.

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

Signed,

A handwritten signature in black ink, appearing to read "G. Scott". The signature is written in a cursive style with a horizontal line extending from the end of the name.

Chair of the City of Durham Parish Council