

# City of Durham Parish Council

**Minutes of the meeting of the City of Durham Parish Council held on Monday 24<sup>th</sup> June 2021 at 19:00 via Zoom.**

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

**Also present:** Parish Clerk Adam Shanley and Assistant Parish Clerk Caroline Thompson, Des Ward, Kirk Lester, Vicky Mattless, Ruth Chambers, Joanne Strachan, John Ashby and Janet George (Members of the public)

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

Apologies were received from Cllrs E Scott and H Weston

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

Cllr A Doig declared an interest under item 8 in relation to the award of grants to local community and voluntary organisations; specifically the applications from St. Cuthbert's Hospice, Alington House, Shakespeare Hall, Merryoaks WI and St. John's Brownies and took no part in the discussion or vote on this item.

Cllr A Doig also wished to declare at this stage an interest in the planning application for St Johns Road DM/21/01789/FPA which will appear on the planning committee agenda tomorrow.

Cllr L Brown declared an interest in the item relating to the de-registration of the former coach park as common land and left the meeting when this was discussed.

## **3. APPROVAL OF THE DRAFT MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 17<sup>TH</sup> MAY 2021**

The minutes of the meeting held on 17<sup>th</sup> May 2021 were unanimously agreed as a true and accurate record of proceedings.

## **4. PUBLIC PARTICIPATION**

The Chair welcomed members of the public to speak for 15 minutes. All members of the public present advised that they wished to discuss the issue of anti-social behaviour in Durham City.

Vicky Mattless spoke first raising her concerns about anti-social behaviour in the city. Vicky advised that she had spoken to BBC Radio Newcastle last week, regarding the fact that she and her partner had to stay overnight in a hotel and place their family pet in a kennel due to the extent of anti-social behaviour in the area she lives. Vicky advised that she felt that nothing has changed and things have escalated with the University putting on social events for students and no consideration had been given to residents within that programme of

events. Vicky stated that she accepts students should have a social life, and normally at this time of year these events are short-lived, but residents are now into week 4 of anti-social behaviour and the situation is getting worse. Vicky advised that she has not had a decent night sleep in a month. Vicky advised that something fundamental needs to change.

Ruth Chambers advised that she felt that the response from the University's CRT team is failing as they can't be everywhere. Ruth advised that there are problems at Whiney Hill, the Viaduct area and Gilesgate. Ruth also advised that there are problems getting through to 101. Ruth advised that she felt that the behaviour over the last four weeks is out of control and she felt that there needed to be a public recognition of the problems by the University.

Kirk Lester advised that he felt that the issues of anti-social behaviour related to students is getting worse. Kirk advised that he and his family are woken most evenings in the early hours.

Janet George advised that she is becoming very distressed at reports of the amount of anti-social behaviour from students in residential areas. Janet urged all in attendance to look at Durham City Matters as the evidence of the community feeling on this issue. Janet advised that the main issue is to do with the numbers of students living in residential areas. Janet advised that she felt that the police have withdrawn their support and the 101 system isn't effective. Janet advised that she felt that there ought to be a user-friendly email for residents to get in touch with the relevant authorities.

Janet advised that she felt that CCTV should be deployed to help building an evidence base of the issues residents are facing. Janet also advised that the landlords of student dwellings should also take more responsibility for the behaviour of its tenants.

Janet advised that she felt that the City needs a PSPO against noise. Janet advised that the issues are getting worse for residents.

Joanne Strachan expressed concern at the levels of HMOs in the Gilesgate Bank area and the noise associated with these properties. Joanne also advised that she has had a negative experience with 101 and feels that the University do nothing to resolve the behaviour.

Joanne also advised that residents are not getting any feedback from calls to 101 or from the University. Joanne suggested that DCC put in place late night wardens to help tackle this issue.

Joanne also advised that she felt that landlords should take responsibility for noise, waste and carparking. Joanne also suggested a cap be placed on the number of people living in HMOs in the City as they need restricting especially on Gilesgate bank.

Des Ward expressed his concerns and advised that he agreed with what everyone had said.

Cllr A Doig advised that he, Cllr L Brown and the Clerk will be meeting with the new Police, Crime and Victims Commissioner in the coming days to raise these concerns and to seek solutions to these issues.

Cllr A Doig also advised that DURF are working on an action plan to tackle ASB. The Chair will prepare a working brief for the next meeting in July and address those issues raised today.

John Ashby agreed with Cllr Doig's report regarding the efforts of DURF to create an action plan against ASB. John Ashby also advised that the policy on extensions to HMOs was now in force but the issues raised about Gilesgate Bank might be a legacy of applications granted prior to the adoption of the County Durham Plan. John Ashby advised that the new Police and Crime Commissioner, the new Vice Chancellor of Durham University and new Leader of Durham County Council are key to the solutions on these issues.

The Chair thanked members of the public for their participation. At this point, the members of the public present left the meeting.

## **5. COMMITTEE UPDATES**

### **• Planning Committee**

Cllr L Brown presented the Planning Committee minutes from meetings held on 16 April, 30 April and 28 May 2021. There being no questions from Members, Cllr L Brown moved to Committee reports.

### **Update on the progress of the Durham City Neighbourhood Plan**

Cllr L Brown highlighted that the County Council has now formally adopted the Durham City Neighbourhood Plan and took the opportunity to thank all those involved in the production of this Plan.

The Clerk also advised that the Parish Council had been invited by UNESCO to provide a presentation to their body on how the Neighbourhood Plan protects the World Heritage Site in the city. The Clerk thanked Sue Childs, John Lowe and Jane Gibson who carried out the presentation.

### **Update on the application to de-register the former coach park at the Sands as common land**

In light of the sensitivity of this item, the Chair proposed that this item be moved to closed session, this was seconded by Cllr D Freeman and agreed by all.

### **Environment Committee**

Cllr C Lattin presented the minutes from the meeting held on 16 March 2021 to the meeting. There being no queries from Members, Cllr C Lattin moved to Committee reports.

## **Proposal to support the 7 Hills of Durham heritage project**

Cllr C Lattin reminded Members that the Parish Council has agreed a budget of £4,000 towards promoting the heritage of the City. In agreeing this budget, there was also a specific reference to support for the Seven Hills of Durham proposal.

Cllr C Lattin advised that this is a trail which has been produced by a member of the former Neighbourhood Plan Working Party and author of the Looking Forwards document David Miller and is intended on promoting areas of Durham which are steeped in heritage and history.

Cllr C Lattin advised that the Parish Council's Environment Committee has been working with David Miller for a number of months now on this concept and has been liaising with the Rights of Way team at DCC, as well as third party landowners in order to gain the necessary permissions for use of areas of land as part of this trail.

Cllr C Lattin advised that the latest version of the route of this trail has been produced in an electronic format which can be viewed via the link here:  
<http://maps.durhamcity.org.uk/Parish/SevenHills.php>

Cllr C Lattin advised that there is a requirement for the Parish Council to fund the installation of some way markers as part of the trail at land at St. Aidan's college and at Whinney Hill; both of which are owned by the University as well as a pedestrian gate at the land at Whinney Hill.

Cllr C Lattin also presented 3 proposals and quotes for the production of the map for this trail.

Members **agreed** to support the 7 Hills of Durham trail project as set out in the report provided.

It was **agreed** that the Parish Council should fund the installation of the way markers and the gates and responsibility be delegated to the Clerk to find an appropriate supplier to carry out this work.

It was also **agreed** to delegate responsibility to the Parish Council's Environment Committee to decide on the supplier for the production and printing of the map, in order to allow Members more time to consider the previous examples of work carried out by each of the companies tendering for the work.

It was also **agreed** to fund the digitalisation of the trail as part of the Parish Council's heritage app.

## **Proposal to support the *Shhh...11pm-7am* campaign**

Cllr C Lattin reminded Members that a budget of £3,000 towards noise abatement was agreed by Full Council in January 2021 as part of the Environment Committee's budget for this financial year.

As part of the Parish Council's efforts on this, Cllr C Lattin advised that the Environment Committee has already established, alongside Durham Students Union, the "PinPoint" ASB logging tool. In addition, building on 24 months' work by local residents and the University's Community Engagement Officer, Members last year approved a Shhh...campaign involving posters agreed by all key City stakeholders to be installed at key entrances to the City such as the railway station, BID totems, the new bus station (when open).

Cllr C Lattin advised that, in order to supplement this work, a proposal has been put forward that the Parish Council looks to fund some additional signage on lamp posts in key hotspot areas in the City at risk of late night noise disturbance.

Cllr C Lattin advised that the proposed design has been used in connection with the University's racecourse event, where it was agreed that it would be installed at the entrance and exit of the racecourse.

Cllr C Lattin advised that, at the most recent Environment Committee meeting, taking resident feedback and PinPoint data into account, Members agreed that the key hotspot areas are:

The Viaduct area, Claypath, Whinney Hill and Sheraton Park.

However, the Whinney Hill Residents Group has indicated that they do not wish to have these signs in their area.

Cllr C Lattin advised that Elvet Residents Association has indicated that there is a particular issue of late night noise disturbance in their area and it may be that Members may wish to make this a target area for these signs too.

The Clerk advised that, if approved, he would be required to submit an application to Durham County Council to acquire a "license to occupy" for the relevant lamp posts. The Clerk advised that the costs associated with this scheme had been provided on the basis of the signage being temporary and made from Corex material. Cllr E Ashby advised that she felt that the signage should be more permanent and therefore made from plastic.

Cllr C Lattin advised that it is expected that this scheme will be delivered in around September 2021 if approved at this Full Council meeting.

Cllr C Lattin also recommended that the work be taken forward by the Environment Committee and any other Councillor keen to be part of the scheme.

It was **agreed** to fund the signage as set out in the report and to delegate responsibility to the Parish Council's Environment Committee to decide on exact locations for these signs.

#### • **Licensing Committee**

Cllr S Walker presented the minutes from the Licensing Committee meetings held on 12 March, 23 April and 25 May 2021. There being no queries from Members, Cllr S Walker moved on to Committee reports.

## **Proposal to request an online public licensing portal is established by the County Council**

Cllr S Walker reminded Members that the Parish Council, in November 2019, requested that the County Council takes steps to establishing a new online licensing portal, so as to make licensing more accessible and transparent to the public.

At that time, the Parish Council took the view that a public search site, for example that provided by IDOX and which mirrors the County Council's own planning portal, was imperative to ensure transparency for alcohol licensing in County Durham. Such a site would allow members of the public the ability to search, comment on and track applications made in their locality and would further increase public awareness of such applications. Cllr S Walker advised that this is also a view expressed by the new Licensing Committee.

Cllr S Walker advised that other local authorities across England do operate an online licensing portal.

Cllr S Walker advised that the Parish Council had been advised that an online portal would not be possible in 2019. Cllr S Walker advised that the Licensing Committee felt that the new administration at County Hall ought to be asked to establish this.

It was **agreed** to write to the County Council and request that an online licensing portal be established as a priority.

## **Proposal to host an online licensing training session for Councillors and members of the public**

Cllr S Walker advised that, at its recent meeting, the Licensing Committee considered a proposal that the Parish Council organises a Licensing training event for both Parish Councillors and local residents and felt this could be of benefit.

Cllr S Walker advised that the Licensing Committee would seek to use its allocated budget to fund a training provider to attend.

In order to facilitate this event, the Clerk has contacted the Institute for Licensing and asked if they may be able to provide a licensing specialist to provide training for 2-3 hours to both members of the Parish Council and members of the public. The Institute offered two options for trainers for this event and this was reported to Members.

Cllr S Walker advised that it is envisaged that this training will take place via Zoom – this is both safer during Covid-19, allows for a greater attendance and cuts costs for travel etc. It is also envisaged that this training event will take place in mid-July and will be on an evening (most likely from 6pm) with the exact date to be confirmed, if approved.

The Clerk advised that, if agreed to be opened up to the public, it would be preferable that the event is made bookable via an online ticketing system (free

of charge), with only those members of the public who have booked a ticket being permitted into the training. It was also proposed that the number of attendees should be limited to 50.

Members **agreed** to the Parish Council hosting an online licensing training event in mid-July for both Members and the public.

Members also **agreed** to the use of an online ticketing system for members of the public and agreed a maximum capacity of 50 participants for this event.

Members also **agreed** that David Lucas should be asked to deliver the training at the cost set out in the report.

#### • **Finance Committee**

Cllr A Doig presented the minutes from the Finance Committee meeting held on 11 January 2021. There being no questions from Members, Cllr A Doig moved on to the next part of the Agenda.

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

The Chair took the opportunity to welcome the new administration at County Hall and congratulated the new Mayor of Durham City Cllr Arnie Simpson and also Cllr D Freeman on becoming Deputy Mayor of Durham City. The Chair wished both the best of luck in their new roles.

### **7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2020/21**

The Parish Clerk provided a summary of the Parish Council's finances over financial 2020-21 as follows:

The Parish Council's sole source of income for the Financial Year 2020-21 was its precept, which generated an income of £154,488.

A refund of VAT paid in the Financial Year 2019-20 was paid to the Council. This totalled £7,743.89.

A refund of the £250 deposit was also made to the Council from the Spitfire company originally contracted for the Battle of Britain event as they cancelled on us at the last minute and an alternative provider had to be found.

Total expenditure for the Financial Year 2020-21 was £157,138. Covid-19 has clearly had an impact on some of the operations of the Parish Council and the ability to deliver on projects such as the Youth Environment Working Party where Council committed a budget of £5,000 towards eradicating single plastic usage. This fund, along with other payments of £31,000, have been ringfenced from the previous financial year in order to support their delivery in this financial year.

The pandemic has also created savings during the financial year, with £5,500 saved through office rental costs and the Parish Council working via Zoom – this

form of operation has created not only financial savings but significant time savings for the Clerk and Councillors when attending meetings, etc.

In spite of the pandemic, the Council largely continued with its programme of work, with Committees such as the Business Committee, Planning Committee and Environment Committee delivering projects to improve the Parish.

The Parish Council committed a significant, additional proportion of its funds for 2020-21 to supporting local voluntary and community organisations, with the small grants budget increasing to £24,475 and a new Covid-19 business resilience fund of £30,000 being established to support local businesses in the City with the additional costs of making their premises Covid-safe as the Country came out of the first lockdown. In many cases, the funding from the Parish Council in the way of grants has been a lifesaver for many of the local organisations we cherish in the city.

This financial year, the Parish Council has agreed a budget of £174,040.00, with the underspend from the previous financial year funding the additional expenditure required given the decision to freeze the precept for the third year in a row.

An independent internal audit of the Parish Council's finances, and operations has been carried out and the auditor has again commended the Parish Council on its good governance and management arrangements and has also commended the Parish Council for continuing with its programme of work during what has been an unprecedented and difficult year for everyone.

The Chair thanked the Clerk for this report.

- (i) Members **agreed** all actions arising from the report of the internal auditor 2020-21
- (ii) Members **approved** the annual governance statement 2020-21
- (iii) Members **approved** the draft annual accounts for 2020-21
- (iv) Members **approved** the register of assets 2020-21
- (v) Members **approved** the accounting statement and explanation of variances 2020-21.

## **8. 2021/22 ALLOCATION OF GRANT FUNDING TO LOCAL VOLUNTARY AND COMMUNITY ORGANISATIONS.**

Members **agreed** the allocation of grants as follows:

<b>Organisation</b>	<b>Project</b>	<b>Amount requested</b>	<b>Amount agreed at Full Council</b>
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Harbour	<p>Funding to help clients who have left a domestic abusive relationship and they have found their own safe place to live, often starting from scratch.</p> <p>We would use the grant to purchase essential items for people engaging with our organisation.</p> <p>Monies would be allocated to clients whose daily living costs being equal or very close to their income, leaving little spare for buying essential items. Each client would be assessed individually and we would allocate a maximum spend on per client of £250 to enable us to help at least 6 families or individuals.</p>	£1,500	£3,000
St. Cuthbert's Hospice	<p>Refreshing and repairing the gardens of the Hospice as a place of tranquility. Also re-designing to make the gardens suitable for bereaved children.</p>	£2,250	£2,250
Alington House	<p>Refurbishment of the Main Hall of Alington House</p>	£1,500	£1,500
Boccia Durham	<p>To purchase 5 extra sets of boccia balls and extra referee equipment x 4 (one for each court) to help all our members compete at the highest level they choose to achieve. We would like to also purchase a ramp and stool but the boccia balls need to be the priority.</p>	£2,000	£2,028
Durham Hospital Radio	<p>The current project is a mixture of improvements to the DHR studios and also the siting of ceiling speaker systems in a number of areas within the hospital in order to improve the quality of the service to the patients and their families. The project would allow for the installation of an additional studio in the DHR location providing more flexibility for the presenters for training and broadcasts in a safer working socially distant environment. The ceiling speaker installations in 5 areas would allow the station to reach a wider audience within the hospital. Improvements of studio soundproofing is also included in the project.</p>	£3,000	£3,000

DMC 4 Durham CIC	<p>1 A contribution towards the costs of creating and airing a monthly podcast from Totally Locally Durham involving local people, local businesses and local community initiatives to promote what the city has to offer.</p> <p>2. A contribution towards a series of family events on Summer Sundays in August on a variety of themes to attract additional footfall into city centre.</p>	£2,000	£2,000
Durham Community Association (Shakespeare Hall)	Purchase of a Printer/copier/scanner and 4x hand dryers	£966	£966
Durham Fringe	<p>From our analysis, audiences for the Fringe Festival are likely to come from within 45 minutes of the City Centre. To attract the most diverse audience possible we want to keep ticket prices as low as possible.</p> <p>To achieve this, the Festival is seeking funds from supportive organisations and individuals to help us reduce our ticket prices from £8.00 to £5.00. The cost of this price reduction, on the assumption that we sell 50% of tickets to performances, is £18,000.</p>	£1,000	£1,000
Merryoaks WI	To purchase a Cloud Book, mobile projector and 4G router, allowing members to fully benefit from the presentations given by monthly speakers and our own discussions and presentations on WI resolutions and proposals. At present we are reliant on the speaker having their own equipment which is not always the case.	£550	£550
St. John's Brownies	The unit has been open since 1930 and this year wishes to mark 91 years of St John's Brownies with a special birthday celebration.	£250	£250
St. Margaret's Centre	The replenishment of consumable materials used in the craft room, woodwork and horticulture departments at the centre.	£1,000	£1,000
St. Nic's Church	To develop a "friendship café" in order to tackle loneliness in the City with a social justice emphasis built around it, involving	Whatever contribution is available.	£0

	activities etc and enabling support from DCC and others.		
The Finchale Group	Funding of an access path to the Finchale Gardens - a place of peace and tranquillity in an industrial estate.	£1,000	£0
		Total agreed	£17,544

Members also **agreed** that a further application window should be opened in October 2021 for the remaining £2,456.

## 9. ADOPTION OF NEW RECOMMENDED CODE OF CONDUCT FOR COUNCILLORS

Members **approved** the new code of conduct for Councillors as follows:

### The City of Durham Parish Council Code of Conduct for Members

1. The City of Durham Parish Council (“the Council”) has adopted the following code which has effect from 24 June 2021 and will be reviewed annually. The Code which sets out the conduct that is expected of elected and co-opted members of the Council when they are acting in that capacity.
2. This means the code applies whenever you:
  - (a) conduct the business of the Council (including the business of your office as an elected councillor or co-opted member); or
  - (b) act, claim to act or give the impression you are acting as a representative of the Council.
3. ‘Co-opted member’ means any person who is a member of any committee or working group of the Council with a right to vote but is not one of its elected members

### Part 1 – General Conduct

4. Members and co-opted Members of the City of Durham Parish Council (“the Council”) are expected to undertake their duties as follows:
  - 4.1 Represent the community and work constructively with employees and partner organisations to ensure the area is a safer place to live, work and visit.
  - 4.2 Behave in a manner that is consistent with the following principles to achieve best value for residents and maintain public confidence in the Council:
    - (a) **Selflessness:** act solely in terms of the public interest and not act in such a way as to gain financial or other material

benefits for themselves, their family or friends;

- (b) Integrity:** not placing themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties;
- (c) Objectivity:** make choices on merit, in carrying out public business, including when making public appointments, awarding contracts, or recommending individuals for rewards and benefits;
- (d) Accountability:** be accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office;
- (e) Openness:** be as open as possible about all the decisions and actions they take, and give reasons for decisions and restrict information only when the wider public interest or the law clearly demands;
- (f) Honesty:** declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.
- (g) Leadership:** promote and support these principles by leadership and example.

4.3 Act in accordance with the principles in paragraph 4.2 and, in particular:

- (a) Champion the needs of residents - the whole community and all constituents, including those who did not vote for them - and put the public interest first;
- (b) Deal with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially;
- (c) Not allow other pressures, including the financial interests of themselves or others connected to them, to deter them from pursuing the interests of the Council or the good governance of the Council in a proper manner;
- (d) Exercise independent judgement and not compromise their position by placing themselves under obligations to outside individuals or organisations who might seek

to influence the way they perform their duties as a Member / Co-opted Member of the Council;

- (e) Listen to the interests of all parties, including relevant advice from statutory and other professional officers, take all relevant information into consideration, remain objective and make decisions on merit;
- (f) Be accountable for decisions and cooperate when scrutinised internally and externally, including by local residents;
- (g) Contribute to making the Council's decision-making processes as open and transparent as possible to ensure residents understand the reasoning behind those decisions and are informed when holding the Council to account but restricting access to information when the wider public interest or the law requires it;
- (h) Behave in accordance with all legal obligations, alongside any requirements contained within the Council's policies, protocols and procedures, including on the use of the Council's resources;
- (i) Value colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government;
- (j) Always treat people with respect, including the organisations and public they engage with and work alongside;

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. Members should express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. Members must not, however, subject individuals, groups of people or organisations to personal attack.

Members should treat members of the public politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Members. Members equally have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening, Members may stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow Members, where appropriate action could then be taken under the Code of Conduct, and Council employees, where concerns should be raised in line with the Council's relevant protocols;

- (k) Provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Council;
- (l) Not disclose information given to them in confidence by anyone or information acquired, which they believe, or ought reasonably to be aware, is of a confidential nature, without express authority and/or unless the law requires it.

- (m) Not to bully or harass any person (including specifically any council employee) and you must not intimidate or improperly influence, or attempt to intimidate or improperly influence, any person who is involved in any complaint about any alleged breach of the code of conduct.

Bullying may be characterised as: offensive, intimidating, malicious or insulting behaviour; or an abuse or misuse of power in a way that intends to undermine, humiliate, criticise unfairly or injure someone.

Harassment may be characterised as unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.

Bullying and/or harassment may take many forms, it could include but is not limited to age, disability, gender reassignment, race, religion, belief, sex and/or sexual orientation.

- (n) Not to bring the role of Member or Council into disrepute and be aware that the actions and behaviour of a Member are subject to greater scrutiny than that of ordinary members of the public;
- (o) To hold the Council and fellow Members to account and constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

4.4 It is expected that Members will at all times comply requests as part of Code of Conduct investigations and any arising outcomes. Members will not submit malicious or trivial complaints.

4.5 Where it is alleged that a Member has failed to act in accordance with the Code, a complaint will be presented to the Monitoring Officer for consideration in accordance with the Local Assessment Procedure and where necessary the Local Determination Procedure.

## Part 2 - Registration of interests

### Register of Interests

#### 5.1 Members must:

- (a) register and, where appropriate, disclose those disclosable pecuniary interests that they are obliged to declare under the Localism Act and associated regulations; and
- (b) register any body of which they are a member (or in a position of general control or management) to which you were appointed or nominated by the Council; and
- (c) register details of their membership of any organisation or body whose rules or requirements of membership could be regarded as suggesting a degree of loyalty to that organisation or body. This could arise by reason of an organisation

having an obligation of secrecy about its rules, its membership or conduct and/or a commitment of allegiance or support to that organisation or body. Such organisations or bodies may or may not be charitable concerns and they may also have a local, regional, national or international aspect; and

- (d) register details of my membership of any trade union within the meaning of Section 1 of the Trade Union and Labour Relations (Consolidation) Act 1992.

5.2 Registration of interests shall be completed by provision of details upon a signed prescribed form which is submitted to the Monitoring Officer at Durham County Council. Members must ensure they keep the register updated and acknowledge that its contents will be published on the Council's website and will be open to the public to inspect.

## **6. Disclosable Pecuniary Interests Entered on the Register**

If Members are present at a meeting of the Council and:

- (a) they are aware that they have a disclosable pecuniary interest under paragraph 5.1(a) above in any matter to be considered or being considered at the meeting; and
- (b) the interest is entered in the Council's register

they may not participate in any discussion or further discussion of an item of business or in any vote or further vote taken on that item which affects or relates to the subject matter in which they have such an interest; and they must leave the room where the meeting is held while any discussion and or voting takes place.

## **7. Disclosable Pecuniary Interests NOT Entered on the Register**

7.1 If Members are present at a meeting of the Council and:

- (a) aware that they have a disclosable pecuniary interest under paragraph 5.1(a) above in any matter to be considered or being considered at the meeting; **and**
- (b) the interest is not entered in the Council's register,

they must disclose the interest to the meeting. Furthermore, they may not participate or further participate in any discussion of the matter at the meeting or participate in any vote or further vote taken on the matter at the meeting and must leave the room where the meeting is held while any discussion and or voting takes place.

7.2 If an interest referred to in 5.1(a) above is not entered on the Council's register and is not the subject of a pending registration, Members must notify the Monitoring Officer at Durham County Council of the interest within 28 days of the date of the disclosure.

7.3 Members with the power to discharge a Council function acting alone will have a disclosable pecuniary interest in any matter to be dealt with or being dealt with by them in the course of discharging that function:

- (a) they may not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by them);  
**and**
- (b) if the interest is not entered on the Council's register and is not the subject of a pending registration, they must notify the Council's Monitoring Officer of the interest within 28 days of becoming aware of the interest.

## **8. Sensitive Interests**

8.1 This applies to a situation where a Member considers that the disclosure of the details of your interest – including that of your spouse or partner – could lead to you, or a person connected with you, being subject to violence or intimidation.

8.2 In such circumstances you should share your concerns with the County Council's Monitoring Officer. If the Monitoring Officer agrees with you, then the details of the interest will not be included in the Council's published Register of Interests, but the Register may state that you had registered an interest the details of which had been withheld under Section 32 of the Localism Act 2011.

8.3 If the Monitoring Officer has accepted that you have a sensitive interest under Section 32 of the Localism Act 2011, you should declare the existence of the interest at any meeting at which you are present but you need not declare the details of the interest.

8.4 If circumstances change and the information excluded from the Register on the grounds of sensitivity is no longer sensitive information, the Member must notify the Monitoring Officer within 28 days.

## **9. Other Relevant Interests**

9.1 Members may have an Other Relevant Interest (which is not a disclosable pecuniary interest) in any matter to be considered or being considered at the meeting) where:

- (a) a decision in relation to that matter might reasonably be regarded as affecting the well-being or financial standing of them or a member of their family or a person with whom they have a close association, or an organisation or body under paragraph 5.1(b), 5.1(c) or 5.1(d) above, to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which they have been elected or otherwise of the Council's administrative area; **and**
- (b) the interest is one that a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice their judgement of the public interest.

9.2 Members with an Other Relevant Interest as described in 9.1. above:

- (a) must make a verbal declaration of the existence and nature of that



interest at or before the consideration of the item of business or as soon as the interest becomes apparent; **and**

- (b) must not participate in any discussion or further discussion of an item of business or in any vote or further vote taken on that item which affects or relates to the subject matter in which they have an Other Relevant Interest at any meeting at which they are present and will leave the room where the meeting is held while any discussion or voting takes place.

#### 10. **Gifts and Hospitality**

- 10.1 Members must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which they have been offered as a member from any person or body other than the Council, whether the offer is accepted or declined.
- 10.2 The Monitoring Officer will place any notification received under paragraph 10.1 on a public register of gifts and hospitality.
- 10.3 The duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality has been approved by the Council for this purpose.

### **10. PROPOSAL TO AMEND THE MEMBERSHIP OF THE PARISH COUNCILS FINANCE COMMITTEE AND LICENSING COMMITTEE.**

It was agreed that Cllr A Doig should join the Licensing Committee, proposed by Cllr D Freeman and seconded by Cllr Holland.

It was agreed that Cllr L Brown should join the Finance Committee, proposed by Cllr R Ormerod and seconded by Cllr D Freeman.

### **11. TO DECIDE ON THE MEMBERSHIP/REPRESENTATIVES OF THE FOLLOWING BODIES:**

It was **agreed** that Cllrs V Ashfield, L Brown and E Ashby would be the Parish Council's representatives on Durham County Council's landlord licensing task and finish group.

It was **agreed** that Cllrs R Ormerod, V Ashfield and R Friederichsen should be part of the Parish Council's newsletter editorial group.

It was **agreed** that Cllr E Ashby should be the Parish Council's representative on Durham University's PBSA liaison group

It was **agreed** that Cllr E Ashby should be the Parish Council's representative on Durham University's Community Engagement Task Force, Economic sub-group.

## **12. REPORT FROM THE RECENT COMMUNITY RESIDENTS' ASSOCIATION FORUM.**

Cllr A Doig advised that he had attended this meeting and reported that the Committee Association would be more responsive and the training package written for the Parish Council on planning matters would be made available to all representatives on this forum in order to assist residents with formulating planning objections to new applications such as new HMOs in the parish, where applicable.

Cllr A Doig advised that the Gilsgate representative Mr Richard Hornby had proposed a mandatory training schedule to be made available at the University for students on how they interact with members of the public and their neighbours.

A future meeting will be proposed to further discuss these items.

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

### **Update on the application to de-register the former coach park at the Sands as common land**

Cllr L Brown left the meeting at this stage.

The Chair advised that the new administration at Durham County Council had been asked by the Parish Council to withdraw the application to have the former coach park at the Sands de-registered as common land. The Parish Council, along with the Freemen had met with representatives of DCC including the respective barristers and this meeting concluded with the understanding that the application will not be withdrawn by the County Council.

The next date of the public inquiry is therefore set to take place on 1<sup>st</sup> July 2021.

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

Signed,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom.

**Chair of the City of Durham Parish Council  
(22<sup>nd</sup> July 2021)**