

## FERRYHILL TOWN COUNCIL

Minutes of the **ORDINARY COUNCIL MEETING** of the Council held in the Council Chamber, Town Hall, Ferryhill, on **WEDNESDAY, 18<sup>th</sup> JULY 2018** at **7.00 p.m.**

**PRESENT:**            **Councillor:** D Farry (Chair)

**Councillors:**       C. Atkinson, G. Barker, K. Campbell, J. Cansella, K. Conroy,  
K. Graham, N. Jones, J. Lindsay, J. Makepeace, Z. Roddam,  
M. Seymour, L. Smith, R. Smith, M Walton, C Woods

**Officials:**        D. Snowball, Town Clerk  
K. Younghusband, Grants & Projects Officer

### **64.18-19        APPOINTMENT OF MAYOR FOR MUNICIPAL YEAR 2018/2019**

Two nominations were received for Mayor for the municipal year 2018/19:

**Moved by** Councillor J Makepeace, **Seconded by** Councillor L Smith to nominate Councillor D Farry

A vote took place:

For            9

Against     7

**Moved by** Councillor M Walton, **Seconded by** Councillor C Atkinson to nominate Councillor K Conroy

A vote took place:

For            7

Against     9

### **RESOLVED**

That Councillor D Farry be appointed Mayor/Chair for Municipal Year 2018/19.

At this point, with no explanation, Councillor J Lindsay left the meeting.

Following a statement of congratulations read by Councillor J Makepeace to the new Mayor, Councillor D Farry resigned his position of Vice-Chair / Deputy Mayor.

In accordance with Standing Order 10(b) the Chair called for the appointment of Vice-Chair / Deputy Mayor.

### **65.18-19        APPOINTMENT OF DEPUTY MAYOR FOR MUNICIPAL YEAR 2018/2019**

Two nominations were received for Deputy Mayor/Vice Chair for the municipal year 2018/19:

**Moved by** Councillor M Seymour, **Seconded by** Councillor L Smith to nominate Councillor J Cansella

A vote took place:

For            9

Chair: \_\_\_\_\_

Against 6

**Moved by** Councillor M Walton, **Seconded by** Councillor C Atkinson to nominate Councillor K Conroy

A vote took place:

For 6

Against 9

**RESOLVED**

That Councillor J Cansella be appointed Vice Chair / Deputy Mayor for Municipal Year 2018/19

**66.18-19** **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor P Atkinson.

**67.18-19** **MEMBERS DISPENSATION**

There were no members' dispensations in relation to any item of business on the agenda.

**68.18-19** **DECLARATIONS OF INTEREST**

There were no declarations of interest.

**69.18-19** **PUBLIC PARTICIPATION**

There were no public questions in relation to any item of business on the agenda.

**70.18-19** **MINUTES**

a) Extraordinary Meeting of the Council held on 8<sup>th</sup> May 2018.

(due to an administration error these minutes have not been submitted to Council for agreement)

b) Ordinary meeting of the Council held on 20<sup>th</sup> June 2018

**RESOLVED**

That the minutes of the Extraordinary Council meeting held 8<sup>th</sup> May 2018 and the Ordinary Council meeting held on 20<sup>th</sup> June be agreed as a true & accurate record.

**71.18-19** **COMMITTEE MINUTES**

- |    |                                    |                            |
|----|------------------------------------|----------------------------|
| a) | Policy and Resources               | 4 <sup>th</sup> July 2018  |
| b) | Events Management sub-committee    | 9 <sup>th</sup> July 2018  |
| c) | Personnel sub committee            | 10 <sup>th</sup> July 2018 |
| d) | Community Engagement sub committee | 10 <sup>th</sup> July 2018 |

Councillor J Cansella reminded members that the minutes presented should be in draft format and minutes of meetings should not be presented to Council *before* they have been presented to and approved by the individual committee.

Chair: \_\_\_\_\_

**Proposed by** Councillor J Cansella to refer these draft minutes to the appropriate sub-committees for consideration and approval, then return to Council for information only. **Seconded by** Councillor R Smith, who pointed out that it is a waste of time bringing minutes to full Council without them having first been agreed by the sub-committees. As an example the members listed on the Community Engagement Sub-Committee minutes show the incorrect elected Councillors.

## **RESOLVED**

### **That**

The minutes of the Policy and Resources Committee (4<sup>th</sup> July 2018), the Events Management Sub-committee (9<sup>th</sup> July 2018), the Personnel Sub-committee (10<sup>th</sup> July 2018) and Community Engagement Sub-Committee (10<sup>th</sup> July 2018) are referred in draft format to the appropriate committees for consideration and approval before being presented to Town Council for information only.

**72.18-19**

## **OTHER MINUTES FOR INFORMATION ONLY**

- |                                     |              |
|-------------------------------------|--------------|
| a) Neighbourhood Plan Working Group | 6 June 2018  |
| b) Ferryhill 2000 Committee AGM     | 20 June 2018 |
| c) Ferryhill 2000 Committee         | 20 June 2018 |
| d) Friends of Ferryhill             | 9 July 2018  |

## **RESOLVED**

That these be received.

**73.18-19**

## **ANNOUNCEMENTS**

### **a) MAYOR'S REPORT**

There was no Mayors report.

### **b) MEMBERS REPORTS**

There were no members reports.

**74.18-19**

## **MOTIONS ON NOTICE**

### **A) Approved Contractors List**

**Moved by** Councillor J Makepeace, that this Council review its list of approved contractors as per the sheet previously circulated to members.

Councillor J Makepeace proposed the following amendment: That the list of approved contractors provided be referred to the Strategic Development Working Group and a meeting be called by no later than 30<sup>th</sup> July 2018 after which time the list would then be brought back to Town Council. **Seconded by** Councillor L Smith.

A vote took place:

Chair: \_\_\_\_\_

9 For  
5 Against  
1 Abstention

**RESOLVED**

That

The motion be referred to and considered by the Strategic Development Working Group, which should be called by no later than 30<sup>th</sup> July 2018 and then brought back to Town Council.

**B) Appropriate and realistic rents for all substantial properties rented out**

**Moved by** Councillor J Makepeace that this Council to engage a recognised experienced individual or company to survey council properties and advise Council on appropriate and realistic rents for all substantial properties rented out. Subsequent advice to be considered and adopted by council, and tenants advised in lawful manner of future arrangements.

**Moved by** Councillor Z Roddam, **Seconded by** Councillor K Conroy to add the words and 'suitably qualified' after experienced. Councillor J Makepeace accepted the amendment.

**RESOLVED**

That

This Council to engage a recognised experienced and suitably qualified individual or company to survey council properties and advise Council on appropriate and realistic rents for all substantial properties rented out. Subsequent advice to be considered and adopted by council, and tenants advised in lawful manner of future arrangements.

**C) Move Boar Stone to more prominent place**

**Moved by** Councillor D Farry, **Seconded by** Councillor J Cansella that this Council consider moving the Boar Stone into a more prominent place, namely the front of the Town Hall front wall. Council consider the moving and the estimated cost and instruct the Clerk to carry out a costing survey to see if this is feasible.

Councillor J Makepeace added an amendment to this motion that this be referred to the Asset Management Sub Committee, Councillor Cansella added that this be arranged by no later than 7<sup>th</sup> September 2018. The Clerk advised members that agendas had already been issued for an Asset Management Sub Committee Meeting on Monday 23<sup>rd</sup> July. Councillor Farry asked if this could be added to the agenda for this meeting, the Clerk agreed for Members to add the item to the agenda.

Chair: \_\_\_\_\_

**RESOLVED**

That

Members add this item to the agenda for the Asset Management Sub-Committee to be held on Monday 23<sup>rd</sup> July 2018.

**D) Specialist Markets**

**Moved by** Councillor D Farry that this Council agree to look into a programme of specialist Markets to run on an annual basis and agree how the Friday market could improve and incentivise traders to attend.

**Proposed by** Councillor J Cansella, **Seconded by** Councillor D Farry that this be referred to the Events Management Sub-Committee and that the Reception and Communications Administrator be asked to investigate ideas for specialist markets and produce a report for the meeting of the Events Management Sub-Committee by no later than 7<sup>th</sup> September.

Mrs K Youngusband advised the meeting that she was looking to hold an Events Management Sub- Committee meeting on 5<sup>th</sup> September 2018.

**RESOLVED**

That

This is referred to the Events Management Sub-Committee and the Reception & Communications Administrator be asked to investigate ideas for specialist markets and produce a report for consideration by the Events Management Sub-Committee on 5<sup>th</sup> September.

**E) Steering Group / Working Party to support Regeneration Programme**

**Moved by** Councillor D Farry, that this Council set up a steering group / working party to engage with all interested parties in Dean Bank to support the regeneration programme.

Councillor R Smith moved an addition to the Motion:

That the Clerk calls a meeting of the group inviting one person from Bernicia Homes, Livin, the Cat Team, the Chair of Dean Bank Residents Association, Antonia Howard from Durham County Council, Councillor J Makepeace in his capacity as a Durham County Councillor, and Councillors D Farry, J Cansella and Graham by no later than 7<sup>th</sup> September, **Seconded by** Councillor J Cansella

At this point the Town Clerk expressed concern that the group had not been set up properly, that its membership had not been voted on and that it did not even have any agreed Terms of Reference. Councillor Farry clarified who would be on the group and recommended that the Terms of Reference for the group be discussed at the initial meeting of the group. The Town Clerk continued to express concerns. Councillor Farry repeated the names and organisations of the representatives to be included on the group's membership and again asked that the Clerk call a meeting of the group by no later than 7<sup>th</sup> September.

Chair: \_\_\_\_\_

At this point of the meeting Councillor K Conroy commented that she did not like the way the Town Clerk was being spoken to.

A vote took place  
10 For  
0 Against  
5 Abstentions

**RESOLVED**

That

The Council sets up a steering group / working party to engage with all interested party's in Dean Bank to support the regeneration programme. That the Clerk calls an initial meeting of the group inviting one person from Bernicia Homes, Livin, the Cat Team, the Chair of Dean Bank Residents Association, Antonia Howard from Durham County Council, Councillor J Makepeace in his capacity as a Durham County Councillor, and Councillors D Farry, J Cansella and K Graham by no later than 7<sup>th</sup> September and that the group discusses Terms of Reference for the group at its initial meeting.

**F) Remove Verbal Members Reports from Agenda**

**Moved by** Councillor D Farry, **Seconded by** Councillor J Makepeace that this Council remove verbal members' reports from the agenda and have any reports placed in the relevant correspondence part of the agenda and that the reports be in written format for members to consider.

**RESOLVED**

That

This Council remove verbal members' reports from the agenda and have any reports placed in the relevant correspondence part of the agenda and that the reports be in written format for members to consider.

**G) Install Defibrillator at Town Hall**

**Moved by** Councillor K Conroy to look for funding for a defibrillator to be installed at the Town Hall and training provided for staff. Currently there was no defibrillator situated in the village area. There was one at Supportive, one in the Clevesferye Area and one at the Literary Institute at Dean Bank.

It was proposed that any defibrillator being installed in the Town Centre should be located at an easily accessible focal point. It was agreed that outside the Workingmen's Club would be the most suitable location.

**RESOLVED**

That

The Grants and Projects Officer investigate to determine whether the Council is eligible to apply for funding and then register and submit a grant application online with a view to installing a defibrillator outside the Ferryhill Working Men's Club.

Chair: \_\_\_\_\_

75.18-19

**STATEMENT OF ACCOUNTS & INCOME**

Members considered the monthly statement of accounts and income.

Councillor J Makepeace raised concerns about the volume and costs of repairs being carried out at the Mainsforth Cricket Pavilion and asked if the repairs to the folding doors would be covered under the insurance. The Clerk confirmed that Ferryhill Town Council are responsible for the payment for the repairs to the folding doors.

Councillor J Cansella asked if an insurance claim was made for the water damage caused due to the recent burst pipe at the Cricket Pavilion. The Clerk could not confirm this but agreed to look into this and inform Councillor Cansella.

**RESOLVED**

That

The Statement of Accounts & Income be approved, and the Clerk look into why the £1,500 repairs to the Cricket Pavilion hadn't been claimed on the Insurance, and whether there had been an insurance claim made for the damage caused as a result of the previous leak at Mainsforth Bowls Pavilion. The Clerk would email the details to Councillor J Cansella.

76.18-19

**RE-OPENING OF STATION IN FERRYHILL**

Members considered the report previously circulated and recommendation from Councillors P. Atkinson, J. Makepeace and B. Avery.

**Proposed by** Councillor J Cansella, **Seconded by** Councillor N Jones that this matter is referred to the Neighbourhood Plan Working Group for consideration.

**RESOLVED**

That the matter is referred to the Neighbourhood Plan Working Group for consideration.

77.18-19

**KING GEORGE V PLAYING FIELD & MAINSFORTH SPORTS COMPLEX –  
PLAY EQUIPMENT PROPOSALS**

Members considered the report previously circulated and recommendation from the Grants and Projects Officer.

**RESOLVED:**

That

- a) The cantilever swing be relocated from the King George V Playing Field to Mainsforth Sports Complex, using grass matting play surfacing and that the Town Council incurs the costs of the works;
- b) The wheelchair accessible roundabout is progressed in April 2019 and funding be sought from the Neighbourhood Budgets of Councillors J Makepeace, P Atkinson and B Avery;
- c) The Grants and Projects Officer obtain quotations for an Independent Consultant to carry out a Feasibility Study into installing a Skate Park at the King George V Playing Field and report back to the next meeting of the Events Management Sub-Committee.

Chair: \_\_\_\_\_

- d) In order to keep Feasibility Study costs to a minimum that Councillor Z Roddam and the Grants and Projects Officer assist in the community consultation process by liaising with FBEC to hold a session in the School.

78.18-19

**TERMS OF REFERENCE FOR THE NEIGHBOURHOOD PLAN WORKING GROUP, FRIENDS OF FERRYHILL & EVENTS MANAGEMENT SUB-COMMITTEE**

Members considered the report from the Grants & Projects Officer previously circulated.

**Proposed by** Councillor J Cansella that the three ward member representatives for the Friends of Ferryhill group should be: Councillor Neville Jones for the Broom Ward, Councillor Margaret Walton for Ferryhill Station Ward and Councillor Katie Graham for the Village and Dean Bank Ward. Members agreed.

**RESOLVED**

That:

- a) The TOR for the Neighbourhood Plan Working Group, including the allocation of £15,000 from the Council's Unallocated Reserves to enable the Plan to be brought to fruition is agreed
- b) The Terms of Reference for the Events Management Sub- Committee including an annual budget of £15,000 for future years is agreed.
- c) The TOR for the Friends of Ferryhill is agreed with the removal of Mainsforth Community Centre from its Membership Section;
- d) The three ward members representatives for the Friends of Ferryhill group will be Councillor Neville Jones for the Broom Ward, Councillor Margaret Walton for Ferryhill Station Ward and Councillor Katie Graham for the Village and Dean Bank Ward.

79.18-19

**EVENTS MANAGEMENT SUB-COMMITTEE PROPOSALS**

Members considered the attached report from the Grants & Projects Officer

**RESOLVED**

That:

The Report Recommendations are agreed;

- a) £15,000 is allocated from the Council's Budget for an Annual Programme of Events in future years;
- b) £6,000 is allocated towards a professional company undertaking a Fireworks/Pyrotechnics Event (focus being on pyrotechnics to minimise risk to animals) and a Christmas Event in the current year (2018-2019);
- c) The Grants and Projects Officer submit a funding application to the AAP for £3,000 of Councillor Makepeace's 2018/19 Neighbourhood Budget Monies. If the application were to be rejected by the AAP Board, Members agreed that the Town Council would contribute a further £3,000 to the event.

Chair: \_\_\_\_\_



80.18-19

**UPDATE REPORT FOLLOWING DECISION TO WITHDRAW OFFICER SUPPORT FROM THE FERRYHILL 2000 COMMITTEE**

To **receive** the attached report from the Grants & Projects Officer

**Proposed by** Councillor J Cansella, **Seconded by** Councillor D Farry that as there was an unusually high number of nominations this year a decision needed to be made regarding who should receive an award, nominations be considered by the Events Management Sub-Committee.

The Town Council had in its possession several items which actually belonged to the Ferryhill 2000 Committee. **Proposed by** Councillor J Cansella, **Seconded by** Councillor M Seymour that from this moment on all officer support is removed from 2000 Committee and all items returned with immediate effect and Ferryhill Town Council purchase any items as and when necessary.

**RESOLVED**

That:

- a) Following the withdrawal of officer support from the 2000 Committee and the Committee's decision to sever ties with the Town Council, the Art & Photography Exhibition and the Civic Awards Events will proceed and the Council will incur the additional costs involved.
- b) The nominations for the Civic Awards are considered by the Events Management Sub-Committee.
- c) The Grants & Projects Officer liaises with the Secretary of the Ferryhill 2000 Committee to ensure that all property owned by the Committee, but currently in the Town Council's possession is returned asap.
- d) Any replacement items required as a result of returning the 2000 Committee's equipment is purchased if and when required.

81.18-19

**COUNCILLORS CODE OF CONDUCT**

To **receive** the attached report from the Town Clerk

The Town Clerk presented his report. **Proposed by** Councillor J Cansella, **Seconded by** Councillor L Smith that all future anonymous notifications should include Durham County Council's 'COM' number.

**RESOLVED**

That:

All future notifications should include Durham County Council's 'COM' number.

82.18-19

**GENERAL DATA PROTECTION REGULATION POLICIES**

To **consider** the attached report and recommendation of the Town Clerk

The Town Clerk presented his report. Councillor Cansella queried where all the information in the GDPR had come from. The Town Clerk reported that it had been collated by a number of advisory bodies to Town and Parish Councils including NALC and SLCC. **Proposed by** Councillor J Cansella, **Seconded by** Councillor J Makepeace to accept the recommendation of the report.

Chair: \_\_\_\_\_

**RESOLVED**

That

Council formally adopts the GDPR policies relating to Data Breach and Data Security Breach Reporting with immediate effect.

**83.18-19**

**TOWN HALL SECURITY ARRANGEMENTS**

To **consider** the attached report and recommendation of the Town Clerk

The Town Clerk presented his report. Members agreed that more information was required regarding the CCTV quotations provided.

**Proposed by** Councillor J Cansella to amend the following recommendation

- 5.1 that Council consider the supply and installation of CCTV and/or a physical access control system and the Clerk to provide a report with a detailed breakdown of costings and specifications for the CCTV quotations and a physical access control system and refer this to the Asset Management Sub Committee by 7<sup>th</sup> September.
- 5.2 The adoption and introduction of a visitors book to be implemented with immediate effect

Remove 5.3

- 5.4 The Town Clerk to instruct staff to keep the doors locked to members of the public but not to restrict access to Councillors

**RESOLVED**

That

- a) Council consider the supply and installation of CCTV and/or a physical access control system and the Clerk to provide a report with a detailed breakdown of costings and specifications for the CCTV quotations and a physical access control system and refer this to the Asset Management Sub Committee by 7<sup>th</sup> September.
- b) The adoption and introduction of a visitors book to be implemented with immediate effect
- c) Item 5.3 be removed
- d) The Town Clerk to instruct staff to keep the doors locked to members of the public but not to restrict access to Councillors

**84.18-19**

**CDALC – ANNUAL GENERAL MEETING**

Members considered the report by the Town Clerk following a request from CDALC for appointments to positions with CDALC.

**RESOLVED**

That no nominations be submitted.

Chair: \_\_\_\_\_

85.18-19

**DURHAM COUNTY COUNCIL PLAN CONSULTATION**

To **consider** the attached information from Durham County Council.

Members went around the room providing individual comments on the County Durham Plan. It was agreed that the Town Clerk collate the comments in a response to be submitted to Durham County Council, by its deadline of 3<sup>rd</sup> August. Comments included:

Housing issues in Dean Bank  
Issues with private landlords & Livin  
Scheme to help landlords to improve housing  
Derelict buildings i.e Clevesferye House, Feryemount  
Ferryhill Station & Dean Bank neglected by Durham County Council  
Neighbourhood Plan feed into the County Durham Plan  
Lack of funding & regeneration  
Time frame on planning  
Protect green sites  
Lafarge given another 50 year to extract minerals from their site good for Ferryhill Train Station  
Improve football pitches  
Push for larger Town status  
East/West Bypass would be a great asset cut through fields at Kirk Merrington  
Open up Dean Bank streets – remove planters  
Removal of fly tipping costs  
Land ownership – establish who is responsible for which areas  
Keep recreational route open Ferryhill to Coxhoe  
Support plans to re-open Leamside line  
Masterplan needs to be reintroduced for Ferryhill Station and Dean Bank  
Prioritise re-development on brown field sites  
Promote Ferryhill Carrs  
Antisocial behaviour

**RESOLVED**

That

The Town Clerk collates all comments received on the County Durham Plan and submit them in a response to Durham County Council, by its deadline of 3<sup>rd</sup> August.

86.18-19

**COMMUNITY SERVICES AND POLICY AND RESOURCES TERMS OF REFERENCE**

Members considered the report previously circulated and recommendation of the Town Clerk

Members agreed the Terms of Reference for the two groups.

Councillor K Graham proposed an amendment was needed to Appendix a) line 2, it should read 'and/or'. **Seconded by** Councillor N Jones.

**RESOLVED**

That:

Chair: \_\_\_\_\_

- a) The Terms of Reference for the Community Services Committee are agreed once the change to Appendix a) line 2 is made, it should read 'and/or'
- b) The Terms of Reference for the Policy and Resources Committee are agreed.

**87.18-19 REVIEW OF PHOTOCOPIER PROVISION**

Members considered the report previously circulated by the Finance and Administration Manager.

**Proposed by** Councillor J Cansella, **Seconded by** Councillor J Makepeace that Members agree to the recommendation of the report and add that this Council considers the possibility of becoming semi paperless ie Councillors, who are willing, to trial the use of digital notebooks/tablets and in liaison with other Town Councils who have adopted this approach and the Finance & Administration Manager or the Clerk submits a report with the costings a feasibility to the second meeting of the Strategic Development Committee.

**RESOLVED**

That Members authorised the rental of the Konica Minolta Bizhub C308 photocopier on a five year hire agreement with Mastercopy, which includes paying off the remainder of the current contract, subject to all the terms of our specification being fulfilled and that this Council considers the possibility of becoming semi paperless ie Councillors who are willing to trial the use of digital notebooks/tablets and in liaison with other Town Councils who have adopted this approach and the Finance & Administration Manager or the Clerk submits a report with the costings and feasibility to the second meeting of the Strategic Development Sub-Committee.

**88.18-19 RELEVANT CORRESPONDENCE (for information)**

- 1. Ferryhill Banner Group - Letter of thanks for Financial Assistance

**RESOLVED**

That this be received.

There being no further business the meeting was closed at 9.20pm.

**CERTIFIED AS A TRUE RECORD**

**CHAIR**.....

**DATE**.....

Chair: \_\_\_\_\_