

**GREATER WILLINGTON TOWN COUNCIL**  
**Minutes of the Ordinary Meeting**  
**8<sup>th</sup> June 2021**

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**IN ATTENDANCE**

Councillor Henfrey, Councillor Berry, Councillor Elgie  
Councillor Hales, Councillor Jordan, Councillor Read,  
Councillor Smith, Councillor Spirit, Councillor Tinsley  
Helen Cogdon, Town Clerk (TC) (minutes)  
Emma Mennouni, Deputy Town Clerk (DTC)

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Welcome to the Coopted Councillors and signing of the Declaration of Office.

**1. ACCEPTANCE OF APOLOGIES FOR ABSENCE**

There were no apologies.

**2. DECLARATION OF INTEREST**

**Members are invited to declare any personal and/or prejudicial interest in matters appearing on the agenda and the nature of their interest.**

Members are reminded to update their Declaration of personal and prejudicial interest register as and when required, and as soon as is reasonably possible.

Councillor Spirit declared a non registrable personal interest in a family planning application.

**3. PUBLIC PARTICIPATION**

No requests to speak had been submitted to the Clerk

**4. TO CONSIDER MINUTES OF THE ANNUAL PARISH MEETING 14<sup>th</sup> May 2019.**

Matters Arising

None

The Minutes of the Annual Parish Meeting held on the 14<sup>th</sup> May 2019 as written and circulated were approved as a true record.

Proposed Councillor Tinsley

Seconded Councillor Smith

**5. TO CONSIDER MINUTES OF GREATER WILLINGTON TOWN COUNCILS ANNUAL MEETING 18<sup>th</sup> May 2021**

Matters Arising

The Deputy Town Clerk said that following comments from Councillor Read. The Freedom of Information Charging Policy had been changed to read "black and white copies of documents will be provided at 15 pence per sheet.

This was agreed.

The Minutes of Greater Willington Town Councils Annual Meeting held on 18<sup>th</sup> May 2021 as written and circulated were approved as a true record.

Proposed Councillor Smith

Seconded Councillor Elgie

## 6. TO CONSIDER PLANNING APPLICATIONS AND UPDATE ON PLANNING DECISIONS

Previous Planning Applications During Lockdown  
(March 2020 – May 2021)

- DM/20/00665/FPA - 55 Armstrong Drive Willington Crook DL15 0GB - Two storey rear extension  
*Approved May 2020*
- DM/20/01025/FPA - 9 Ripon Drive Willington Crook DL15 0QB - Extend hardstanding, widen vehicular access and lower kerbs  
*Approved June 2020*
- DM/20/01113/OUT - Site Of Former Willington Health Centre Chapel Street Willington DL15 0EQ - Erection of 7 no. dwellings and associated works (OUTLINE - ALL MATTERS RESERVED)  
*Approved March 2021 subject to S106*
- DM/20/01210/FPA - Hazel Cottage Oakenshaw Crook DL15 0BX - Temporary static caravan during dwelling construction  
*Approved July 2020*
- DM/20/01258/FPA - 8 Low Willington Willington Crook DL15 0BB - Rear 2 storey extension  
*Approved June 2020*
- Land To The North East Of New Row Oakenshaw - Caravan (10m x 3.5 m) to operate as welfare facilities for associated agricultural worker use, (including night time use up to 35 days per year) and the installation of associated septic tank  
*Refused August 2020. Appealed and dismissed January 2021*
- DM/20/01422/FPA - 25 Railway Terrace Willington Crook DL15 0EJ - Single story flat roof extension to front of property (south east) to form a sun lounge  
*Approved August 2020*
- DM/20/01611/VOC - Land To The South West Of Unit 7 Harvey Court Low Willington Industrial Estate Willington DL15 0FB – Variation of Condition 2 of planning permission DM/18/01920/FPA amend design, siting and car parking layout.  
*Approved August 2020*
- DM/20/01686/OUT - Land North Of 2 Brancepeth Terrace Willington DL15 0ES - Erection of 1 dwelling (outline with all matters reserved)  
*Approved August 2020*
- DM/20/01669/PNC - 110 Commercial Street Willington Crook DL15 0AA - Prior notification for the change of use from retail (A1) to restaurant/cafe (A3)  
*Prior Approval Required and Granted September 2020*
- DM/20/01914/FPA - 35 Denewood Close Willington Crook DL15 0HB - Convert detached garage into habitable room and install patio doors (part retrospective)  
*Approved December 2020*
- DM/20/02008/FPA - 31 Armstrong Drive Willington Crook DL15 0GB - Single storey rear extension  
*Approved September 2020*
- DM/20/02171/FPA - 3 Farm Buildings Page Bank Spennymoor DL16 7RE - Single storey front (west elevation) extension, porch to rear (east elevation), loft conversion including insertion of 3no. new rooflights and replacement of existing unit, air source heat pump to rear and fenestration alterations  
*Approved October 2020*
- DM/20/02261/HPN - 44 Cedar Crescent Willington Crook DL15 0DA - Prior Notification for a single storey rear extension measuring 3.9 in length, 2.5m in height to eave level and 3.6m in overall height  
*Prior Approval Not Required*
- DM/20/02155/VOC - Park View Garage Low Willington, Willington, Crook DL15 0DF - Variation of conditions 2 (approved plans) and 12 (drainage) of planning permission DM/17/02571/FPA  
*Approved October 2020*

- DM/20/02391/FPA - 36 Vicarage Gardens Willington Crook DL15 0UZ - Single storey rear extension  
*Approved October 2020*
- DM/20/02448/HPN - 9 Church View Willington Crook DL15 0UP - Prior notification for the erection of a rear extension which would project 4.2 metres from the rear of the house, 2.45 metres in height to eaves level and 3.85 metres overall height  
*Prior Approval Not Required*
- DM/20/02515/FPA – 4 Taylor Court Willington Crook DL15 0QT - Single storey rear extension  
*Approved October 2020*
- DM/20/02572/FPA - The Grange Lodge Willington Crook DL15 0TY - Erection of single storey extension  
*Approved October 2020*
- DM/20/02626/FPA - The Brown Trout 8 Prospect Place Sunnybrow Crook DL15 0NQ - Change of use from Public House (Sui Generis) to residential (C3)  
*Approved November 2020*
- DM/20/02790/FPA - 94 High Street Willington Crook DL15 0PE - Change of use from retail (Class E) to residential (Class C3). Removal of shopfront and extension to rear  
*Approved November 2020*
- DM/20/02847/FPA - Willington Open Door Methodist Church Wesley Street Willington Crook DL15 0AG - Single storey rear extension to provide storage  
*Approved November 2020*
- DM/20/02984/FPA - 1A Carville Estate Willington Crook DL15 0HH - First floor balcony to rear  
*Approved December 2020*
- DM/20/03733/PNC – Land And Buildings To The East Of Stockley Lodge Stockley Lane Oakenshaw DL15 0TL - Prior Notification for conversion of farm building to residential dwelling (Revised Scheme)  
*Prior Approval Required and Granted*
- DM/20/03815/FPA - 26 Larmouth Court Willington Crook DL15 0FG - Change of use of land to domestic curtilage. Erection of 1.8 metre high boundary fence  
*Approved March 2021*
- DM/21/00249/FPA - 48 Armstrong Drive Willington Crook DL15 0GB - Single storey front, side and rear extensions  
*Approved March 2021*
- DM/21/00374/FPA - Stable House 1 Stable Cottages Willington Crook DL15 0ET - Single storey extension to northern elevation  
*Approved March 2021*
- DM/21/00384/FPA - 34 Hall Lane Estate Willington Crook DL15 0QF - First floor extension to side  
*Approved April 2021*
- DM/21/00429/FPA - Phoenix House 29 Watling Terrace Willington Crook DL15 0HL - Conversion of Former Christian Centre to dwelling. Siting of temporary caravan during construction works.  
*Approved April 2021*
- DM/21/00584/FPA - 28 Lincoln Drive Willington Crook DL15 0PR - Change of use of land to side to garden and erection of timber shed (part retrospective)  
*Approved April 2021*
- DM/21/00569/TPO - Site Of Former Willington Health Centre Chapel Street Willington DL15 0EQ - Fell T5. Norway Maple  
*Approved May 2021*
- DM/21/01054/FPA - 10 Minster Court Willington Crook DL15 0UR - Single storey extension to side and rear  
*Approved May 2021*
- DM/21/01184/VOC - 94 High Street Willington Crook DL15 0PE - Variation of condition 2 (approved plans) of DM/20/02790/FPA to amend external design  
*Approved May 2021*

Previous Planning Applications Waiting Decision  
(March 2020 – May 2021)

- DM/20/01960/VOC - Land At Hawthorn Drive/Hill Meadows Low Willington DL15 OGR - Variation of condition 2 (approved plans) of planning permissions 3/2013/0257 and DM/15/02380/VOC - substitution of house types for 41 plots to northern part of site
- DM/21/00950/FPA - 22 Denewood Close Willington Crook DL15 OHB - Single storey extension to rear
- DM/19/02002/OUT - Site Of Former Kensington Hall Hotel Kensington Terrace Willington DL15 OPJ - Housing development of 9 no. dwellings (Outline - All Matters Reserved Other Than Access) (Amended 21.4.2021)
- DM/21/01342/FPA - 15 Surtees Drive Willington Crook DL15 OGR - 1.5 storey extension to side with balcony
- DM/21/01694/VOC - Site Of Former Park View Garage Low Willington Willington DL15 ODF - Variation of condition 1 (approved plans) to include minor changes to approved design and layout and discharge of condition 9 (external lighting) of planning permission DM/20/02155/VOC
- DM/21/01106/RM - Site Of Former Willington Health Centre Chapel Street Willington DL15 OEQ - Approval of all reserved matters and discharge of conditions 4 (noise assessment) and 7 (tree protection) of planning permission DM/20/01113/OUT for 7 no. dwellings
- DRC/21/00160 - The Brown Trout 8 Prospect Place Sunnybrow Crook DL15 ONQ - Discharge of condition 3 (building recording) of planning permission DM/20/02626/FPA
- DRC/21/00135 - Site Of Former Willington Health Centre Chapel Street Willington DL15 OEQ - Discharge of condition 5 (contaminated land) of planning permission DM/20/01113/OUT

Councillor Tinsley said no 8 is not determined.  
The applications listed are mainly discharge of conditions.

#### **7. TO APPROVE THE BANK RECONCILIATION (December 2020 – May 2021)**

The Clerk said the bank reconciliation is basically a copy of the monthly bank statement. The Councils last Extra Ordinary Meeting was December 2021. Since then members haven't had the opportunity to consider the monthly Bank Reconciliations. However as the statement of accounts were approved at the Annual meeting and members have had sight of these documents it is not necessary to talk through each month here. She took questions from Councillors serving December to March.

The new term April 2021 and May 2021 can be summarised as follows;  
The Council entered April 2021 with a starting balance of 56,956.60 with the receipt of the annual precept, grant and allotment rents £113,469.48 was received and there was £5,115.72 expenditure.

Leaving an end balance in the current account of 165,310.36.

In May 2021 £165,310.36 was carried forward, there was expenditure of £6,356.79 and allotment rental income of £3,429.57 resulting in an end balance of 162,383.14.

#### **8. TO APPROVE THE BUDGET REPORT**

The Christmas Illuminations expenditure was discussed.

The budget report was approved.

Proposed Councillor Henfrey

Seconded Councillor Smith

**Resolved 1.** to replace the Defibrillator Cabinet

**Resolved 2.** to dress the Spruce Tree in Town Green Planter next Christmas

**Resolved 3.** to provide skips to allotment sites in May each year.

**9. TO CONSIDER CIVIC FUND APPLICATIONS**

None received

**10. TO CONSIDER COMMUNITY FUND APPLICATIONS**

The Deputy Town Clerk said;

Durham & Dales Community Health Initiative CIC

Payment details have now been received and payment of £500 will be issued. The Durham and Dales Initiative have extended their thanks to the Town Council for their support.

Willington Youth Football

Quotes received and signed constitution. Payment details required. Once received, payment of £500 will be issued.

Bringing Back A Smile

Signed constitution received and quotations for expenditure. Licence has been submitted but no confirmation received as of yet. Should be approved soon.

**Resolution 1.** To forward a copy of the Risk Assessment to evidence Covid compliance and confirmation of Premises Sale of Alcohol Licence.

The Clerk said there is a need to refresh the Community Fund Application Form.

**11. TO RECEIVE PROJECT UPDATES**

The Clerk said;

**Oakenshaw Allotments**

There was a meeting at Oakenshaw allotments.

Oakenshaw Community Association (OCA) have requested.

New locks for five gates, close the gate signs, a spruce tree pruned or felled, erection of a short fence leading to the community garden and the track improving.

OCA are prepared to work with the Council to submit funding bids. The water supply also needs reviewing on this and all sites.

This was noted.

**Springfield**

An allotment tenant has been in regular contact with Believe housing asking for an access gate through the new fencing at York Terrace so he can drive to his Springfield allotment. He has been informed that GWTC can not insist on this as it is not Town Council land and there is no right of access on the allotment deeds. A solicitors enquiry would have to be made to determine if we had right of easement.

Believe housing will give permission for Willington Town Council to alter the birdsmouth fencing section at the garages to allow access for those who need it to their plot, they would rather keys were not given to tenants but collected from Willington Town Council when access is needed. The Tenant says he only needs access now and then.

If Believe receive any complaints however they would have to look at this and the safety of the residents

The tenant has emailed Believe wanting an update.

Costs dependant on metal or wood, size and style of gate..

Eg Picket Gate £174, Equestrian gate £165, Lamb safe gate £ 204.

Furniture £50

Fitting £70

Total Iro £200,

However you can pick them up on ebay for £80.00

**Resolved 1.** the Council supports the tenants request for access.

As the land and the fence are owned by Believe the tenant much approach Believe Housing.

### **Office Refurbishment and CCTV Options**

The Deputy Town Clerk (DTC) said;

Decisions were made to purchase the Town Council building which had previously been rented. Conveyancing was completed in January 2021. Since this time, a Schedule of Works has been drafted and approved. Some quotations for refurbishment works have been received but this exercise has been hampered due to the pandemic. Despite this, the DTC has attempted to ensure value for money and recommendations were given to go forward with the following contractors; Andrew Guy, Joiner; MJW Plumbing; EDE Electrics. Clarification is required regarding the disability access for the new entry system into the office. This will be through Moor View Windows.

The provision of new cctv cameras in reception and to the rear of the property has been discussed with the electrician. They will be connected to the existing available supply lines.

Following discussions with the contractors, work will begin towards the end of July 2021.

The Deputy Town Clerk said the government office of Digital, Sport and Culture had advised that all local government offices should fly the Union Jack Flag throughout the year.

Members decided not to fix a Union Jack Flag to the Council building.

### **Ipads, Information technology Support and Training**

The Clerk said investment in the acquisition of ipads for members and staff was discussed at the December 2020 meeting. This is to improve efficiency and to go paperless wherever possible. She said it was very time consuming for staff to produce the amount of paperwork required for meetings.

**Resolved 1.** to proceed with the purchase of ipads, equipment and discuss TranscendIt support costs. Agree email requirements.  
to identify individual training needs.

**Resolved 2.** to secure a cost effective mobile phone for the Chairman of the Council.

### **A Parish Plan to Support Project Activity**

Councillor Read tabled a project proposal for the Queens 70<sup>th</sup> Jubilee 2022. Members supported an event and consideration was given to project planning.

**Resolved 1.** To set up a Steering Group and involve Parkside Academy Head Boy and Girl.

The Clerk tabled an example of a Community Plan which was the working document she used till 2012 to coordinate project activity.

She suggested the reintroduction of a Parish Plan to summarise annual project activity.

The plan would list all actions agreed and completed. Determine a budget allocation and the income timetable.

This was agreed.

The Deputy Town Clerk said there is to be a change in D.C.Cs Care Connect Service. BT Openreach will move from an analogue to a digital connection by 2025.  
The first area of County Durham to be switched over is Crook, which is expected to begin on 25 January 2022.

**12. TO RECEIVE THE COUNTY COUNCILLORS REPORT**

County Councillor Tinsley said following the elections Durham County Council is now in joint administration under the leadership of the Liberal Democrats and Independent representative members. The first meeting of the new Council was on 23<sup>rd</sup> April 2021.

Armoury Fields Play area refurbishment is now complete.

The Right of Way next to St Stephens School is being improved.

The Shop Front vinals are being introduced in the High Street.

17<sup>th</sup> – 23<sup>rd</sup> July 2021 there will be a road closure for resurfacing.

Councillor Elgie said two bollards were damaged and grass is being dumped on Sunnybrow Green.  
Fires on allotments are causing nuisance issues.

Councillor Tinsley gave an update on the enforcement issues concerning the former Scout Hut.

Councillor Henfrey said he would like to thank Councillor Tinsley for his eight years of service as Chairman to the Council. He would like the Council to extend a small token of appreciation in recognition of his role as former Town Mayor.  
This was agreed.

**13. DATE AND TIME OF NEXT MEETING**

Tuesday 13<sup>th</sup> July 2021 at 6pm