

GREATER WILLINGTON TOWN COUNCIL
Minutes of the Ordinary Meeting
13th July 2021

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 McCann, Deputy Town Clerk (DTC)

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.

Councillor Elgie declared an interest in the Dovedale Bingo Community Fund Application.

Councillor Hales declared an interest in the allotment awards as his wife is an allotment tenant.

Councillor Berry declared an interest in the allotment awards as her parents are allotment tenants.

3. CONSIDERATION OF EMAIL REQUIREMENTS AND LEVEL OF IT SUPPORT.

**Dave Kennedy Transcendit
IT Software Support**

The Clerk welcomed Dave Kennedy to the meeting via Teams

She said the introduction of the ipads for Councillors and staff was to create a safe and secure environment to share information, to save time and give peace of mind.

The Council meeting of the 8th June 2021 resolved to agree email requirements and Transcendit support costs at tonights meeting.

Following a Teams meeting last week the following options were considered

Silver cover at **£1080 pa** will provide support for the IT systems for up to an hour each issue after which time can be bought at £500 per day.

Alternatively Gold Software support will provide the Council with its own IT department for unlimited cover on the agreed software at **£1500 pa.**

Transcendit staff are based in Meadowfield and Gateshead.

The support arrangement covers the following software

Microsoft Office Suite (Word, Excel, PowerPoint, Access and Outlook)

Back Up and Anti Virus software

Email and Internet Connectivity including mobile phones and tablets

General IT Networking

Systems and services

Members have mentioned that they do not wish to use their personal email.

One of the most secure ways to manage this is to give each member their own GWTC email and access to Teams. This way communications and files can only be held in within the Microsoft 365 environment. Additional security can be provided through the mobile device management Microsoft Intune. This would provide set up in a uniform controlled way by the organisation as opposed to the individual.

This would require the following software

Microsoft 365 Basic (Email, Teams, Onedrive, Sharepoint), Office Online

Back up Office 365 for linfinite Cloud Retention (ICT)

Code Two Email signatures for Office 365

Fr the above licences and software **£169.30 pm**

Scan

Quarterly Vulnerability Scan per IP address

Annual Email Security Cloud, anti spam and anti virus. **£540.00**

Implementation and Training

Estimated to be 3 days (7.30 pd) **£1500**

Annual Cost Year 1

Gold Cover £1500

Systems and Services £ 2032

Implementation and Training £1500

Security Scan £540

Total £5,572

Ipads and Equipment x11 £ 4,127

Initial Investment **£9,699**

Annual Cost Year 2

Silver cover £1080

Systems and services £2032

Security Scan £540

Total £3,652

Councillor Read said he didn't agree with this level of expenditure and does not want an Ipad.

Dave Kennedy said members need to measure cost against IT security.

The Clerk said with the introduction of the recent General Data Protection Regulations and Privacy Notices how the Council records, retains and uses information is strictly scrutinised. A breach in Data security is a criminal offence.

Additionally, the Home Working Policy states.

2.4.2 Responsibility

Employees, as users of ICT equipment are at the front-line of the councils information security defences. It is the personal responsibility of all employees to keep council equipment and information secure. Any deliberate breach of this policy could amount to a criminal offence and action may be taken under the council's Disciplinary Policy. Homeworkers must allow access to council ICT equipment by authorised ICT Services employees to perform necessary upgrades and updates.

Managers must be satisfied that all reasonable precautions are taken to maintain confidentiality and integrity of material in accordance with the requirements of the council's Data Protection and Information Security policies.

All precautions recommended by ICT Services to prevent unauthorised access to computerised records, corruption of data, loading of unauthorised software or copying of software must be taken. In the event of any loss or compromise of council data, it is essential that the incident is reported in line with the data breach procedures within the council's Data.

Councillor Tinsley said the use of ipads and establishing IT support to conduct parish business is being adopted by most small local authorities. He felt this is the best way forward.

Councillor Smith proposed to contract with Transcendit and adopt the Gold level of support in year one. This was seconded by Councillor Elgie.

A vote was taken For 8. Against 1.

Resolved 1. To contract with Transcendit for IT support.

2. To purchase ipads and equipment.

4. PUBLIC PARTICIPATION

No requests to speak had been submitted to the Clerk

5 TO CONSIDER MINUTES OF THE ORDINARY MEETING 8th June 2021.

Matters Arising

Page 7. Line 7. Change to Conservative and Liberal Democrats.

Page 7. Line 11. Spelling change vinals to vinyl

The Minutes of the Ordinary Meeting held on the 8th June 2021 as written and circulated were approved as a true record.

Proposed Councillor Henfrey

Seconded Councillor Tinsley

6. TO APPROVE SITE MAINTENANCE AND IMPROVEMENT ACTIONS

The Deputy Town Clerk said most of the allotment rents have been paid and she is in discussions with tenants with any outstanding payments to resolve matters.

Skips have been delivered to all sites, filled and removed.

The allotment inspections will be on the 15th July 2021 starting 9.30 Oakenshaw.

Everyone is welcome to attend.

Councillor Berry and Hales have expressed an interest in environmental issues and their support would be appreciated with allotment work.

AGREED that Councillor Berry and Councillor Hales become allotment portfolio holders.

The Clerk said at a recent site meeting on Oakenshaw Allotments with Sally Corbett, OCA. Four new locks, one new gate and four Shut the Gate signs have been requested. This was AGREED.

Improvement to the allotment track has also been requested. Any work will be subject to raising sufficient funds. If this is to be implemented the Council will support Oakenshaw Community Association in project planning and funding bids.

A Fir tree at Oakenshaw Allotments and a Poplar Tree (which is now unsafe) at Park Top need attention.

Three companies have been approached to quote and Olivers have provided the best price AT £1330. AGREED to proceed with Olivers.

The Clerk said she had received reports of a cat caught in a snare in the wildlife corridor behind Oakenshaw allotments. This has been very upsetting for residents.

She will be contacting the allotment tenants to ask them to be vigilant about this happening again in the future.

7. PROJECT UPDATES REQUIRING APPROVAL

- **Community Fund Application Form Amendments**

The Clerk said Councillor Read had offered some suggestion on updating the Community Fund application, which she has tabled.

Members determined to;

Retain the 75% funding award

Accept applications every 12 months from the date of the offer letter.

Reject the introduction of a Mayors Fund and continue the Civic Fund application process.

The Clerk will update the Community Fund Application Form.

- **Office Refurbishment**

The Deputy Town Clerk said;

Since the last meeting and following advice from Building Control we have started the Works Schedule. There was asbestos on the underside of the kitchen sink which was professionally removed at a cost of £270+VAT.

First Floor

EDE Electrics have completed the first-floor electrical testing. He will provide costs for fire safety heads required to meet fire safety standards. Also, to install new electric fire into the large chamber.

Andrew Guy, has agreed to commence works to the first-floor week commencing 9th August 2021. This will include, laying new laminate flooring and any joinery work previously agreed.

MJW Plumbing and Heating will remove the bath and shower and any other associated works as previously agreed prior to Andrew Guy starting joinery.

The Hallway carpet will be fitted on 19th August 2021.

Adrian Alsopp, Handyman Services has been approached to remove all the flooring and furniture on the first floor. This is at a cost of £130. He will bring waste down into the yard ready to deposit into the skips. He has also provided a quote to supply and install new kitchen cupboard fronts and handles, plinths, side panels. Also, to supply and fit kitchen work tops in black granite effect. His quote is £890.

Myself and Helen met with John White from Padgett White Architects Ltd, based in Hunwick. He has provided quotes in two stages.

Stage 1: Carry out a measured survey of the existing property, preparation of existing plans and elevation, followed by preparations of designs; up to and including the preparation, submission and processing of the Planning Application including full liaison with ourselves and DCC. Stage 1 £1750+VAT.

Stage 2: Production of construction working drawings and brief specification; including the preparation, submission and processing of a Building Regulations application and full liaison with us. This also includes duties as Principle Designer for the pre-construction phase of the scheme under CDM 2015. Stage 2 £1980+VAT.

Contact has also been made with John Taylor Architect. I am awaiting a date and time for him to provide a quote for works. I will also seek an additional quote.

- **Town Green Flower Bed Improvements**

The Clerk said Councillor Smith had requested that something is done with the flower beds on the town green. The Clerk said she had received complaints regarding the African plants currently in situ. She will approach D.C.C Clean and Green to discuss options. However the Council may have to meet the cost of replacing the plants twice a year. This was AGREED.

Councillor Read suggested a magnolia arch.

8. TO CONSIDER PROJECT ACTIVITY TO INCLUDE IN PARISH PLAN

- **Jubilee Weekend**

A steering group is to be established to plan the Jubilee weekend and lighting the Beacon Ceremony. The group will meet on a Tuesday evening. AGREED.

- **Covid Seat/Sculpture**

Ideas are being explored about a suitable design. Councillor Read said ' the community ' are forming a group.

- **Outdoor Activities and Away Days**

An Away Day has been planned to South Shields on the 28 August 2021. Leaving the town green at 9.30 and returning from South Shields 4.30. Two 70 seater coaches have been booked. Each seat will cost £4.50. Residents will be charged £3.00 a seat and children 12 years and under will receive a gift bag and a snack.

If this is successful it is hoped to plan further outings in the future.

Councillor Tinsley suggested working in partnership with the Open Door Church. This was AGREED.

- **Halloween**

To approach Willington Working men's Club with a view to holding a Zombie Disco with Flash a children's entertainer. This was AGREED.

- **Remembrance Sunday and the Poppy Net**

A local resident Judith Guthrie has set up a group to knit poppies for next years Remembrance Day. She has asked if the poppy net can be hung on the Council Building. The costs of the large poppies that were displayed on Durham Town Hall is also to be explored. Judith will work with the Council to organise the display.

Councillor Tinsley is also arranging Tommy sculpture, which will be unveiled. This was AGREED.

- **Planters and Christmas Baskets**

Following an enquiry from Sunnybrow Primary School about future environmental projects. The Deputy Town Clerk suggested that the Council provides the parish schools with a planter to involve the pupils in looking after plants. This was AGREED.

The possibility of providing Christmas hanging baskets for the businesses are also being explored.

The Environment group have approached a resident to provide plants and replant the town planters twice a year. They would like Council staff to assist with the management of this.

AGREED.

- **Pantomime**

The 2021 Pantomime will be Jack and the Beanstalk . November 2021 at 3pm.

9. TO CONSIDER PLANNING APPLICATIONS AND UPDATE ON PLANNING DECISIONS

10. TO APPROVE THE BANK RECONCILIATION (June 2021)

The Clerk said;

The Council entered June 2021 with a starting balance of £162,383.14 there were credits of £540.19 and spend of £12,944.57.

Leaving an end balance in the current account of £149,978.76.

Proposed Councillor Read

Seconded Councillor Smith

11. TO APPROVE THE BUDGET REPORT

The Clerk said the budget for 2021/22 is £117,453.00. Expenditure to date is £24,417.08 leaving an available resource on budget of £93,035.92.

The budget report was approved.

Proposed Councillor Berry

Seconded Councillor Elgie

12. TO CONSIDER CIVIC FUND APPLICATIONS

Oakenshaw Community Association have requested support to buy litter pickers and bags. Councillor Tinsley suggested they approach Civic Pride for those items and the Town Council offers to fund High Vis waistcoats.

13. TO CONSIDER COMMUNITY FUND APPLICATIONS

The Deputy Town Clerk said;

Sunnybrow Community Centre – Bingo – Project Cost £888

The Bingo group will be reopening its doors following the easing of the lockdown restrictions after the 19th July 2021. The group has been closed since March 2020 therefore has generated no income. The group has been in existence for over 12 years and has 16-18 regular members at the sessions which are held twice a week. The majority of the group has been shielding and isolating for most of the lockdown period and are looking forward to having some normality back and seeing some friendly faces once again.

They would like the Town Council to provide £500 towards costs of the rent for the hire of the hub and an afternoon tea. Rent is charged at £7.50 per session which totals £780 for the two sessions a week on an annual basis. They would also like to provide the members with an afternoon tea to welcome all the members back. Afternoon Tea is £12 per two people. Total cost would be £108. They have missed out on so many events due to lockdown so they would appreciate this.

Documents received

Constitution (signed)

Audited Accounts (signed)

Quotations

Proposed Councillor Smith

Seconded Councillor Berry

Resolved 1. To award £500 to Sunnybrow Community Centre Bingo.

Previous Approved Applications

Willington Youth Football and Durham & Dales Community Health Initiative CIC received their awards of £500 through their accounts and thanked us for the funds.

Bringing Back A Smile supplied all the additional documentation which we asked for. I contacted the Covid Compliance Team to ask if they could meet with myself and the Founder of the group to discuss what needs to be in place as the easing of the restrictions were being delayed until after the event. Mark Thexton, Covid Compliance Officer met with myself and Kevin Hill (Founder) on 15th June and he confirmed that he was satisfied that the group was compliant. Their award was then finally approved and £500 was transferred into their account. The Town Council was thanked for the funds. Since the funds were received, the group received notification that the majority of Parkside Academy would be self-isolating on the day the event was due to take place (26th June 2021). As this was a family event, the founder of the group spoke to Mark

Thexton again who said that the event could still go ahead as all necessary social distancing measures were in place. All people self-isolating should not attend the event. Due to these issues, the founder of the group decided to Postpone the event until further notice. They were unable to lock a date in with the Willington Football grounds as their matches have started back up. Willington Cricket Club was asked but they have chosen not to hold in on their grounds. No new date has been set but the funds have been spent on the equipment as described in their application. I have informed them they must make sure the event is complete within 12 months from the date of their award offer.

14. TO RECEIVE THE COUNTY COUNCILLORS REPORT

Councillor Tinsley said the Oakenshaw Neighbourhood Plan was adopted four weeks ago and is now a Statutory Document. He has extended the councils sympathies following the death of Kate McNulty who was a key member of the Steering group. Councillor Tinsley presented a motion at D.C.C full council meeting to provide Healthcare workers with free hospital parking. This was defeated. The Masterplan is progressing there has been a meeting and site visit with D.C.C senior officers and another contact meeting with volunteers. The Masterplan will for part of the Levelling up Fund process. There will be consultation late summer then autumn. 20 million is available to Tow Law , Crook and Willington. The Bid must be ready before Christmas. Councillor Gunn said both County Councillors have met with Richard Holden MP to discuss what was needed and had a constructive discussion. Neighbourhood Funding has been provided to Durham Alliance Community Care for an outdoor area. Armoury Fields New Play area an Sunnybrow 20mph speed limit zone. A retirement gathering was held for Brian Metcalf, Street Cleaner at the Mc Kean memorial. This was attended by Jack Drum arts. Brain was thanked for his loyal years of service.

15. DATE AND TIME OF NEXT MEETING

Tuesday 14th September 2021 at 6pm