

City of Durham Parish Council

Minutes of the meeting of the City of Durham Parish Council held on Thursday 29th September 2022 at 19:00 in the Ritson Hall, Alington House, 4 North Bailey, Durham. DH1 3ET.

Present: Councillors A Doig (in the Chair), E Ashby, N Brown, D Freeman, R Friederichsen, G Holland, G Nair, S Walker and H Weston.

Also present: Parish Clerk Adam Shanley and Mr John Ashby, Mr Roger Cornwell, Mr Jonathan Lovell, Mrs Linda Lovell and Mr Richard Hornby (members of the public).

1. A ONE-MINUTE SILENCE IN MEMORY OF OUR LATE MONARCH HER MAJESTY QUEEN ELIZABETH II

The Parish Council observed a one-minute silence in memory of Her Majesty Queen Elizabeth II.

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

Apologies were received from Councillors V Ashfield, L Brown, R Hanson, G Nair, R Ormerod and E Scott.

3. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS

None received.

4. APPROVAL OF THE DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 28TH JULY 2022

The minutes of the meeting were unanimously **agreed** as a true and accurate record of proceedings. (9 votes in favour).

In agreeing the minutes, Cllr E Ashby asked whether consideration might be given to adding "*where the Chair does not accept the nomination, the reason will be recorded*" to the sentence under item 8 relating to the substitution rule which reads: "*where members are unable to attend a meeting of a committee, they may nominate to the Chair of the Committee a substitute Member for that specific meeting and it for the Chair of that Committee to decide whether or not to accept the nomination.*"

The Chair advised that this could be reviewed when the Standing Orders are reviewed in May 2023.

5. PUBLIC PARTICIPATION

Mr Roger Cornwell advised that he was aware that a number of Parish Councillors were not attending Committee meetings, specifically highlighting he was aware of one case where a Parish Councillor had only attended one meeting of the Parish

Council since the beginning of the year. Mr Roger Cornwell asked if Members were aware of this and if this could be resolved.

The Chair advised that he was aware of this particular issue and advised that he would be speaking with colleagues about this.

The Clerk highlighted that, under Section 85 of the Local Government Act 1972, a Member who fails - throughout a period of six consecutive months from the date of their last attendance - to attend any Council meetings, shall, unless the failure was due to some reason approved by the Parish Council before the expiry of that period, cease to be a member of the Parish Council.

6. COMMITTEE UPDATES

• Planning and Licensing Committee

Cllr G Holland presented the minutes from planning committee meetings held on 22nd July, 5th August, 19th August and 2nd September 2022. There being no queries from Members, Cllr G Holland moved on to Committee reports.

- Report on the planning inquiry into the Sniperley Park developments

Cllr G Holland reminded Members that the issue of the two major developments at Sniperley Park has been discussed at previous Council meetings.

Cllr G Holland highlighted the significance of both developments and their impact on the City of Durham parish area. Cllr G Holland advised that he had represented the Parish Council at recent planning committee meetings where the County Planning Committee had agreed a position of "minded to refuse" on both developments. A position the City of Durham Parish Council supports.

Cllr G Holland advised that a public inquiry into the appeals on both developments is now set to take place in January 2023 and the Parish Council had confirmed its desire to be represented at this inquiry and to put the Parish Council's case to the inquiry.

Cllr G Holland advised that the Inspector will hold a Case Management Conference (CMC) with the main parties on Teams (Inspectorate hosted) at 10.00am on Thursday 6 October 2022. In accordance with Rule 14(1)(a), the Parish Council must submit 1 copy of our proofs of evidence (and summary where appropriate) to the Inspector and a copy to each of the statutory parties by Tuesday 20 December 2022.

Cllr G Holland advised that, at a recent roundtable meeting of partners from the City of Durham Parish Council, the City of Durham Trust, the Campaign for the Protection of Rural England and the Western Relief Road Action Group, it was agreed that all parties should work collaboratively on this inquiry, albeit with separate Statements of Case submitted.

At the meeting, Cllr G Holland advised that it had been provisionally agreed that the parties should focus on the points as follows during the inquiry:

No	Reason	Lead Party
1	The site has failed to propose a comprehensive masterplan	All
2	The proposals lead to overdevelopment of the Sniperley Park allocation	County Council
3	The development does not deliver adequate sustainable transport	City of Durham Trust
4	Failure to demonstrate the provision of a suitably sized health centre	City of Durham PC
5	Failure to demonstrate the provision of a suitably sized primary school	Amanda Saunders
6	Failure to demonstrate a fully functional surface water drainage scheme	County Council
7	The creation of the linear park across the Sniperley Park allocation does not integrate all parts of the site	County Council
8	Insufficient information has been provided to ensure the full delivery of both on-site and off-site habitat creation	CPRE
9	Failure to demonstrate fully the ability to feasibly and viably provide a district heating	City of Durham PC
10	Connections to the Sniperley Park and Ride site do not provide attractive and safe links	City of Durham Trust (Matthew)
11	Failure to demonstrate fully the ability of the proposals to provide sufficient quantum and quality of playing pitch space	County Council
12	Failure to deliver all required open space typologies on-site	CPRE (Richard)
13	Insufficient information has been provided to ensure mitigation of impacts from dust and vibration	County Council
14*	External Highway network	WRRAG

*additional point from WRRAG.

Cllr G Holland advised that the County Council will undoubtedly major on all of these points. Where the County Council is listed above, this simply refers to issues the representatives of the roundtable meeting decided they would not focus on.

Cllr G Holland advised that the County Council has submitted its Statement of Case and a Statement of Common Ground already and these have been circulated to all Members.

In order to support the Parish Council in its work on these inquiries, Cllr G Holland advised that the Planning and Licensing Committee has been engaging with the Parish Council's Planning Consultant Jo-Anne Garrick.

Cllr G Holland advised that Jo-Anne has offered to support the production of the Council's Statement of Case and proofs of evidence at a cost of £70/ hour. The cost for producing the Statement of Case is estimated at between £280 - £350.

Cllr G Holland also advised that the Planning and Licensing Committee had recommended that he (Cllr G Holland) – as Chair of the Planning and Licensing Committee - be nominated as the Parish Council's lead spokesperson at this inquiry.

Members unanimously **agreed** to note the above report and the Parish Council's Rule 6(6) status at this inquiry (9 votes in favour).

Members unanimously **agreed** that the Planning and Licensing Committee has delegated authority on matters pertaining to this inquiry (9 votes in favour).

Members unanimously **approved** the expenditure for the planning consultant's time in respect of this inquiry and the production of important documents (9 votes in favour).

Members unanimously **agreed** that Councillor Grenville Holland and Councillor Susan Walker should represent the Parish Council at this inquiry on all matters listed in the report above (9 votes in favour).

- Verbal update on the former coach park at the Sands

The Clerk advised that he and representatives of the Freeman had recently met with the Leader of the County Council and Susan Robinson (DCC Corporate Land and Property) in order to discuss the future of the former coach park at the Sands.

The Clerk advised that the former coach park at the Sands would be retained in DCC ownership and not form part of the sale to the University for its new Business School site. The Clerk advised that the Council would be allowing a right of access to the University for the land insofar as the sprinkler tank (located on the former coach park) is concerned.

The Clerk advised that the County Council contends that this allows for an additional safeguard against future development on the land. A matter which the Parish Council and the Freeman dispute though Susan Robinson advised that development on the land would be difficult in the first instance given the number of utilities underneath the land servicing the building. Susan had also advised that any scheme to develop the land would also need to go through the usual statutory planning process.

The Clerk also advised that the land on which the Business School sits will be sold with a covenant attached that it may only be used for educational purposes into the future.

The Clerk advised that the former coach park is expected to become a car parking site. The Clerk advised that he had asked if this would become a public

pay and display car park and the County Council had confirmed that they are yet to go into that level of detail.

The Clerk advised that he would keep Members updated on this matter. The Chair thanked the Clerk for his update.

- **Environment Committee**

Cllr C Lattin presented the minutes from the Environment Committee meeting held on 12th July 2022. There were no queries from Members on these minutes.

- **Business Committee**

Cllr E Ashby presented the minutes from the Business Committee meeting held on 5th July. There being no queries from Members, Cllr E Ashby asked the Clerk to cover the Committee report on the Agenda.

- **Proposal to support a family-fun day event in October**

The Clerk reminded Members that the Council has agreed a budget of £22,000 towards the hosting of events in the City. Hosting events in the City is rightly identified as one of the key aspects of the Parish Council's work – through its Business Committee – to increase footfall into the City centre.

The Clerk advised that the Autumn half-term holidays will run between Friday 21st and Monday 31st October and that this has generally been a relatively quiet period for events in the City. In light of this, the Clerk advised that the Parish Council's Business Committee has been working with partners to host a series of events over the week commencing 24th October.

The Clerk advised that Durham Markets Company is set to host a Youth/Entrepreneurs Market on Monday 24th and Friday 28th October. Durham University is also set to host its community fun day on Saturday 29th October. This leaves a gap mid-week during the half-term and the Business Committee has worked with the Prince Bishops management on hosting a two-day family fun event marketed at a younger audience. The Clerk advised that, following consultation with their marketing team, Prince Bishops has proposed that the Paw Patrol characters come to Durham as part of this two-day event.

The Clerk advised that, in addition to the characters themselves, Prince Bishops is also looking to put on fun activities in an around this event for added entertainment.

The Clerk advised that there would be four characters in total from this television series and the cost for all of them is £800/ day. Prince Bishops has asked if the Parish Council might be willing to fund the characters for the two days with funding for all other aspects of the event coming from Prince Bishops directly.

The Clerk advised that it is hoped that this event will help to attract a significant footfall into the City and thereby an increased spend in Durham shops/ retail/ hospitality venues.

Cllr R Friederichsen welcomed the proposal of putting on more events in the City however expressed a desire that funding be allocated towards events which are more education-orientated.

Members agreed to the expenditure of £1,600 towards the Paw Patrol event, as set out in the report provided. (8 votes in favour, 1 abstention).

7. CHAIR'S UPDATE

The Chair provided a verbal update on matters arising since the Full Parish Council meeting on 28th July 2022.

The Chair warmly welcomed the news today that Durham City won Gold at Durham in Bloom this year. Durham City won "Best in Class" in the small City category and highlighted that there were a number of partnership organisations such as Durham BID, Wharton Park, St. Cuthbert's Hospice and many more who all won Gold in their separate categories. The Chair advised that the Parish Council's Environment Committee works hard with DCC each year on this brilliant scheme and it is wonderful to see the success Andrew Jackson started continue in this way.

The Chair highlighted that September had been a difficult month for the nation following the passing of our late Monarch Queen Elizabeth II. The Chair thanked everyone involved in the arrangements to mark this sad and historic event in Durham. The Chair expressed that he felt that the funeral for Her Majesty was beautifully done and the proclamation by the High Sherriff in the Market Place was exceptionally well attended and executed. The Chair joined Members in offering the Council's thoughts and prayers to the Royal family at this time.

The Chair reminded Members that the Clerk has today circulated details of an Away Day on 20th October. The Chair advised that he was delighted that Crook Hall has agreed to host us for this Day starting at 2pm. The Chair advised that he would like this to be an open and informal discussion about what we'd like the Parish Council achieve over the coming financial year and to discuss budgets etc for 2023/24.

The Chair expressed that he would particularly like to see extra provision for real time late night enforcement in the City included in the budget for 2023/24. The Chair highlighted that this has been discussed at a number of previous meetings of CRAF and the Parish Council with an Operation OAK style arrangement being the most ideal option for the City. The Chair advised that he and the Clerk will be meeting our neighbourhood Inspector Dave Clarke and PCC Joy Allen in October to explore the art of the possible for such provision in the City.

The Chair asked Members to all tune in to ITV tomorrow at 6pm where they would see the Parish Council and Durham Police's joint initiative for breathalysers at licensed premises being launched. The Chair advised that it is great to see this initiative being rolled out and welcomed by a number of late night venues in the City. Despite social media criticism of the scheme, this is intended to keep revellers safe as they enjoy our night time economy and the scheme has been trialled and tested across the country and has shown to reduce violent crime. In addition to the work the Parish Council has already put in to establish a Safety of

Women at Night hub, nobody can be in any doubt as to our commitment as a Council to curb some of the worst excesses of our night time economy.

The Chair advised that he was aware that many Members were surprised and disappointed to see an article in the Palatinate this month and an unfortunate quotation relating to a supposed reduction in private-rented student accommodation in the City. Members have expressed their concerns about the interpretation of this statement by developers in the application of Policy 16.2. Policy 16.2 requires developers to demonstrate that the University has a need for PBSA accommodation. At this week's meeting of DURF, the Chair advised that he had raised this very issue and the University has now committed to respond to PBSA applications on a case by case basis.

The Chair advised that he attended the DURF meeting this week and the provisional figures Jonny Moore gave for 22/23 were:

Total Full Time 22,240

Undergraduate - 100 over target
Postgraduate - 200 under target
Roughly 80% UG/ 20% PG overall.
This will be confirmed by the end of the term.

The Chair highlighted that Jonny had advised that next year the University plans a reduction of 400 undergraduates, the following year a further reduction of 800 undergraduates making the undergraduate numbers drop from 17,800 to 16,300.

The Chair reminded Members that the Parish Council is hosting a City-wide litter picking event on 15th October and the Clerk has circulated details of this, with Members agreeing to work with the allocated residents' groups to do this litter picking in their area.

The Chair warmly welcomed the news that Redhills has joined a bid for UNESCO World Heritage Site status. If successful, Redhills would be among only the 900 global sites of UNESCO world heritage status. They include the Pyramids and the Taj Mahal. It could of course also mean that Durham City becomes one of the few places to have two World Heritage sites in one single parish. The Chair joined Members in wishing the team involved in this every success and advised that he looked forward to seeing this bid progress.

8. MOTION BY COUNCILLOR S. WALKER ON THE DEATH OF HER MAJESTY THE QUEEN

Members unanimously agreed the following motion proposed by Cllr S Walker and seconded by Cllr C Lattin:

"This Council expresses its deepest regret and grief at the death of Her Majesty the Queen; conveys its sincere condolences to His Majesty The King and other members of the Royal Family in their bereavement; affirms the great affection and esteem in which Her Majesty was held, and expresses gratitude of her life of exceptional public service".

(9 votes in favour)

9. REPORT ON PLANNING FOR THE REMEMBRANCE SUNDAY EVENT 2022

The Clerk reminded Members that the Parish Council has agreed to take on civic responsibility for the Remembrance Sunday event in Durham City. In January 2022, Members approved a total budget of £22,000 towards events in the City, with the Remembrance parade being a key aspect of the Council's calendar of events for financial year 2022-23.

The Clerk advised that planning was well underway for the event this year and he was engaging with partners on the organisation.

Members thanks the Clerk for his work on this event and unanimously **agreed** to delegate all organisational and budgetary responsibility for this event to the Clerk. (9 votes in favour).

10. COMPLETION OF THE PARISH COUNCIL EXTERNAL AUDIT FOR 2020/21

The Clerk reminded Members that each year the Parish Council undergoes two sets of audits - one internal audit and one external audit. These audits are a legal requirement which assess the Parish Council's policies, standing orders, financial regulations, VAT returns, cashbook, bank statements, minutes, website and more to ensure good governance and compliance.

Earlier this year, the Internal Auditor carried out a review of the Parish Council's workings and provided a positive report, as provided to Members.

Mazars LLP have now completed their external audit for the year ended 31 March 2022 and have certified the Annual Governance and Accountability Return. The Clerk advised that no issues have been identified in the external audit review. As such, the Accounts and Audit (England) Regulations 2015 set out what the Parish Council must do at the conclusion of this audit.

Members thanked the Clerk for his work on this audit and unanimously **agreed** to note the conclusion of the external audit for 2021/22 and to instruct the Clerk to take all appropriate action, as set out in the report provide. (9 votes in favour).

11. EFFORTS TO ESTABLISH 'WARM BANKS' TO SUPPORT VULNERABLE RESIDENTS

The Clerk highlighted that average UK energy bills are set to be 97 per cent higher from October than they were before April, after unprecedented hikes in the price cap, despite Government support as included in the report to Council.

The Clerk advised that, even with the announced Energy Price Guarantee from central Government, nearly 7 million households in the UK are expected to

enter fuel poverty this winter. Around 10,000 people die each year as a result of living in a cold home, according to the charity National Energy Action.

The Clerk advised that the Gilesgate representative on the Parish Council's Community Residents' Association Forum has been lobbying Durham University on making spaces within their estate available to local residents.

The Clerk advised that he also understood that support for residents was discussed at the next AAP Board meeting earlier today (29th September). Cllr E Ashby confirmed this to be the case and highlighted that she felt that the focus of support should be on providing support to vulnerable residents directly in the home.

Members highlighted that any such initiative cannot be delivered by the Parish Council alone and therefore agreed that a partnership approach is essential on this issue.

Members unanimously **agreed** to establish a Working Group to work with partners to see what support can be provided. The Working Group membership was **agreed** as Cllrs E Ashby, C Lattin, L Brown and S Walker. (9 votes in favour).

12. ADOPTION OF A TRAINING AND DEVELOPMENT POLICY

Members unanimously **agreed** to adopt the following training and development policy (9 votes in favour):

1. Introduction

1.1 This document forms the Council's Training and Development Policy. It sets out:

- The Council's commitment to training
- The identification of training needs
- Corporate training
- Financial assistance
- Study leave
- Short courses/workshops
- Links with other policies
- Reporting on progress

1.2 The objectives of this strategy are to:

- Encourage Members and staff to undertake appropriate training
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value

2. Commitment to Training

2.1 The City of Durham Parish Council is committed to the ongoing training and development of all Members and employees to enable them to make the most

effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the City.

2.2 According to the Chartered Institute of Personnel and Development (2007), training can be defined as: "A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation".

2.3 The City of Durham Parish Council recognises that its most important resources are its Members and Officers and is committed to encouraging both Members and Officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.4 The Council expects its staff to undertake a programme of continuing professional development (CPD).

2.5 Providing training yields a number of benefits:

- Improves the quality of the service and facilities that the City of Durham Parish Council provides;
- Enables the organisation to achieve its corporate aims and objectives;
- Improves the skill base of the employees, producing confident, high qualified staff working as part of an effective and efficient team with Members; and,
- Demonstrates that the employees are valued.

2.6 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

2.7 The process of development is as follows:

- Training needs should be identified by considering the overall objectives of the organisation as well as individual requirements;
- Planning and organising training to meet those specific needs;
- Designing and delivering the training; and,
- Evaluating the effectiveness of training.

3. The identification of training needs

3.1 Employees of the Parish Council will be asked to identify their development needs with advice from their line manager (in the case of the Parish Clerk, this will be the Chair of the Parish Council) during their annual appraisal or regular meetings with their line manager. There are a number of additional ways that the training needs of both Members and employees may be recognised:

- Questionnaires
- During interview
- Following confirmation of appointment
- Formal and informal discussion

3.2 Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff
- Devolved services/delivery of new services

3.3 Employees who wish to be nominated for a training course should discuss this in the first instance during their appraisal; where it will be determined by the Clerk and the Chair of the Council whether the training is relevant to the Council's needs and/or service delivery.

4. Corporate Training

4.1 Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

5. Financial Assistance

5.1 It is important to note that all sponsored training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources. Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified. In order to best ensure cost effectiveness, Members and employees will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Personnel Committee in the interest of operational effectiveness or best value.

5.2 Other considerations include the following:

- Implication of employee released for training course(s) on the operational capability of the Council
- The most economic and effective means of training
- Provision and availability of training budget

5.3 For approved courses Members and employees can expect the following to be sponsored:

- The course fees
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination

5.4 Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

6. Study Leave

6.1 Employees who are given approval to undertake external qualifications are granted the following:

- Study time to attend day-release courses
- Time to sit examinations
- Study time of one day per examination (to be discussed and agreed by line manager in advance)
- Provision of study time must be agreed with the line manager prior to the course being undertaken

7. Short Courses/Workshops/Residential Weekends

7.1 Where attendance is required at a short course, paid study leave will be granted. The employee should speak with their line manager prior to booking the course to confirm.

8. Post Training

8.1 Records of all training undertaken by Members and employees will be kept in the personnel files and also collated on to a spreadsheet.

8.2 In certain circumstances an employee may be required to provide a briefing note or discuss the training at a team meeting.

9. Linking with Other Council Policies

9.1 How will this link to the Council's other policies?

- Equality of opportunity in all aspects of Member and Officer development;
- A 'Statement of Intent' on training for both Members and staff is a requirement for the accreditation and re-accreditation of the Local Council Award Scheme;
- Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the Council;
- Undertaking training is a clear indication of Continuing Professional Development.

10. Reporting on Progress

10.1 The Parish Clerk will report annually to the Personnel Committee, detailing attendance at training over the year.

11. Conclusion

11.1 The adoption of a training policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Elected Members and employees.

End of policy

13. ADOPTION OF A SCHEME OF DELEGATION

Members unanimously **agreed** to adopt the following scheme of delegation (9 votes in favour):

The power to delegate functions is set out in the Local Government Act 1972 s 101. The intention of the delegation scheme is to allow the Council to act with all reasonable speed. Decisions should be taken at the most suitable level. Therefore, the Clerk is given powers over the day-to-day administration of the Council or committees to decide matters within the Terms of Reference and matters of major policy should be recommended to the Full Council.

Whilst delegation is necessary it is the Council's policy that members and the press and public should have the fullest information. Therefore, the Clerk reports all major decisions taken under delegated powers at the next Council or Committee meeting.

Responsibilities Delegated To The Parish Clerk

1. Proper Officer

The Parish Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

2. Responsible Finance Officer

The Parish Clerk is designated and authorised to act as the Responsible Finance Officer for the purposes of s151 of the Local Government Act 1972 and any statute requiring the designation of a responsible Financial Officer.

3. General Matters

The Parish Clerk is authorised to:

- a) sign and serve on Councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 working days before the meeting;
- b) give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);
- c) sign on behalf of the Council any document necessary to give effect to any decision of the Council;
- d) institute and appear in any legal proceedings authorised by the Council;
- e) decide arrangements for the closure of the Council offices, subject to consultation with the Chair of the Council.
- f) negotiate and enter into contractual arrangements in relation to events held and programmes of entertainment, subject to Full Council agreement.

- g) manage all Council services, and make operational decisions regarding these services;
- h) act as the Council's designated officer for the purposes of the Freedom of Information Act 2000 and conduct internal reviews of Freedom of Information requests responded to.

4. Financial Matters

The Parish Clerk is authorised to:

- a) incur expenditure up to a maximum of £1,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Financial Regulations and Standing Orders in relation to Contracts.
- b) compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.

5. Staffing Matters

The Parish Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures, and budget, as set out within their employment contract. Including:

- a) control of staff performance and discipline, in line with the Council's policy and procedures, including the power of suspension and dismissal;
- b) payment of expenses and allowances in accordance with the Council's scheme;
- c) approval of increments, in line with negotiated payments/contracts;
- d) supervision and line management all other employees of the Council;
- e) scheduling of staff training; and
- f) arrangement and authorization of annual leave entitlement and other absence as appropriate.

6. Property Matters

The Parish Clerk is authorised to:

- a) manage all land and property of the Council
- b) agree the terms of any hire, lease, license or conveyance of all Council owned properties and land;
- c) agree the granting or refusal of the Council's consent under the terms of all leases;
- d) agree all variations of all restrictive covenants; agree the granting of easements, wayleaves and licenses over Council land; and,
- e) Initiate all legal action or proceedings against unauthorised encampments on Council land.

7. Urgency

- a) The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency.

- b) The Lead Member(s) for the relevant service area(s) should be consulted wherever possible, before such action is taken. The Chairman/Mayor will then liaise with the Spokesperson and Chairpersons of any relevant committee.
- c) Any such action is to be reported to the next meeting of the Council or relevant committee or subcommittee for information.

End of scheme

14. LOCAL COUNCIL AWARD SCHEME

The Clerk reminded Members that he had completed his CiLCA (Certificate in Local Council Administration) portfolio and it is expected that this will be fully assessed by mid-October.

The Clerk highlighted that the CiLCA is an important qualification which tests all aspects of the Clerk's role – including: roles and responsibilities, the law, procedures, finance, planning and community engagement. CiLCA forms part of the criteria for the council to exercise the General Power of Competence but also opens the opportunity for the Council to gain quality local Council status through the Local Council Award Scheme.

The Clerk advised that he would like the Parish Council to submit a bid for such an award ahead of the 5th year anniversary of the Parish Council's formation.

The Clerk highlighted that the timetable for this bid was as follows:

Task	Deadline
Deadline for LCAS applications	6 January 2023 (4pm)
Deadline for NALC to provide triage feedback to councils	27 January 2023
Deadline for councils to respond to triage feedback	10 February 2023
Deadline for applications to be sent to panel	24 February 2023
Deadline for panel results	11 April 2023

Members unanimously **agreed** that work should commence on submitting a Local Council Award scheme application, following successful assessment of the Clerk's CiLCA portfolio (9 votes in favour). Following the Clerk's successful assessment of his CiLCA portfolio, the Council unanimously **agreed** that they met all criteria for a Quality Gold Award and **agreed** to submit an application accordingly to NALC.

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

Signed,



**Chair of the City of Durham Parish Council
(27th October 2022)**