

Tanfield Parish Council

MINUTES OF A PARISH COUNCIL MEETING

DATE: Monday 10th December 2012
TIME: 19.40 hrs
LOCATION: West Tanfield Memorial Hall
PRESENT: Councillors David Parkinson (Chair), Peter Hull (Vice-Chair), Jim Beadle, Steve Houston and Chris Pennock (after item 4).
IN ATTENDANCE: Iona Taylor (Clerk), County Councillor John Weighell, Dick Lonsdale, John Moxon and Bob Trehitt.

1. WELCOME FROM THE CHAIRMAN OF THE PARISH COUNCIL

Councillor Parkinson welcomed all those present and thanked those who had been involved with the organisation of the recent bonfire and fireworks event and conducting the Clerk's appraisal.

2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA – none.

3. APOLOGIES – none.

4. CO-OPTION OF A PARISH COUNCILLOR AND SIGNING OF THEIR DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE CODE OF CONDUCT

After being proposed by Councillor Houston and seconded by Councillor Hull it was unanimously agreed that Christopher Pennock from Nosterfield be co-opted on to the Council.

5. PLANNING APPLICATIONS – none.

6. 2013/14 BUDGET

Councillor Beadle advised that his discussions regarding Brian Porteus becoming a self-employed contractor are ongoing. Councillor Beadle will ensure that full details are available for the Council's consideration at its next meeting. The implications of the Clerk's PAYE / NI status should also be clear by the time of the January 2013 meeting.

7. NEXT MEETING

The date of the next meeting was re-arranged for Thursday 24th January 2013 at 19.40 hrs in West Tanfield Memorial Hall.

8. ITEMS TO BE CONSIDERED AT THE NEXT MEETING

- Previously reported highways faults.
- Review of bonfire and fireworks event.
- West Tanfield United Charities

9. EMPLOYMENT ISSUES

9.1 PAYE / Payroll / Clerk's CiLCA & YLCA Training.

The Clerk's report on payroll and employment issues was considered, with the following points being agreed:

- With support from Councillor Houston's payroll manager, the Clerk will proceed to register the Parish Council with HMRC for PAYE and obtain software to facilitate the setting up and running of a payroll system.
- The Council will be represented by the Clerk and Councillor Hull at an employment seminar run by YLCA in March 2013. This will be at a cost of £42. Councillor Houston may also attend.
- A review of all the Council's employment practices and policies will be conducted. It is hoped that this will be concluded at the 2013 Annual Parish Council Meeting.
- The Council will contribute up to £25 towards the cost of the Clerk undertaking her CiLCA qualification.

9.2 Exclusion of the press and public for item 9.3.

It was unanimously resolved to exclude the press and public for item 9.3

9.3 Report from Clerk's appraisal.

It was noted that this was undertaken on 12th November 2012.

The Council discussed a number of points arising from the appraisal and agreed to review progress in July 2012.

Meeting closed at 20.41 hrs. These minutes were recorded and prepared by Iona Taylor, Clerk to the Parish Council.

SIGNED: (Chairman)

DATE: