

THE MINUTES OF THE MEETING OF WINGATE PARISH COUNCIL
HELD ON MONDAY, 8th SEPTEMBER 2025

Present: Councillors M Whiting (Chair), A Ogle, J Higgins, C Ryan, E Mason, P Mason, J Hogg

2025/09/08/01

RESIGNATION OF COUNCILLOR WILLIAMS

The Vice Chairman advised that Councillor Williams had resigned from the Parish Council on health grounds. It was noted that he had originally resigned but after discussions with the Vice Chair and Clerk he had asked for further time to consider his position but has eventually reaffirmed his original decision. Following general discussion, it was **RESOLVED** that Vice Chairman Whiting be appointed Chair person. Councillor Whiting was asked if he had enough time to manage the role following which he stated that he worked full time but he could manage undertake the role of Chair person

Councillors Ryan and Ogle indicated a willingness to fill the position of Vice Chair and following a vote it was **RESOLVED** that Councillor Ryan be appointed Vice Chair.

2025/09/08/02

PUBLIC QUESTIONS

There were no representatives of the public in attendance.

2025/09/08/03

THE MINUTES OF THE MEETING held on 14 July 2025 were agreed as a correct record.

2025/09/08/04

POLICE AND ASSOCIATED MATTERS

The Clerk presented a report from the Police covering crime and anti-social behaviour for July 2025 which was summarised as follows:

97 incidents reported to control room.

Criminal Damage

Metal hoops damaged on the lines.

Damage to a mobile phone.

Damage to gravestones in the Church graveyard.

Theft and Handling

Bike stolen.

Theft of a motor vehicle x 2

Shoplifting x 8.

Theft of a mobile phone.

Stolen machinery

Stolen bikes

Theft of a HGC from a building site.

Vehicle Damage

Damage to a car and house.
Vehicle fire at Woodland view.

ASB

Off road bikes x3
Issues with youths.
Youths using laser pens.

Arson

Vehicle fire at weighbridge.

Burglary

Burglary on North Road.

The Police were noted as referencing the allotment gate at the rear of North Road West as being open although the Clerk advised the gate had been repaired and a new padlock fitted with keys distributed to relevant allotment tenants.

Following general discussion, it was **RESOLVED** that the information given be noted.

2025/09/08/05

PROGRESS REPORT

(1) Park Improvements

The Clerk advised that a tender pack had been issued relating to the demolition of the football changing room and the build of a new facility. The deadline for tenders was Wednesday 1 October. The Clerk advised that after a lengthy process a Football Association grant application had been submitted and Members were reminded that a Section 106 application could not be submitted until a contractor had been appointed. A Member asked whether temporary toilet and running water facilities would be needed during any building works which the Clerk agreed to seek further guidance on.

The Clerk further advised that the new machinery grant application had been concluded and the new machinery had been delivered and was being used.

A National Lottery grant application relating to improvements at the bottom car park was noted as having been resubmitted following it being initially refused.

Following general discussion, it was **RESOLVED** that the information given be noted and further progress be awaited.

(2) Fire Damage at the Park

The Clerk advised that a basket swing at the park had been destroyed following fire damage. The matter was noted as having been referred to the Parish Council insurers.

RESOLVED that the information given be noted and further progress be awaited.

(3) Parish Council Vacancy

The Clerk advised that two vacancies existed on the Parish Council and he suggested that they should be advertised to be filled by co-option.

RESOLVED the Clerk be authorized to advertise the two Parish Council vacancies to be filled by co-option.

(4) Parish Away Day

The Clerk advised the Parish away day had taken place on Saturday 30 August. It was noted that while it had once again been a success 23% of the children meant to be attending did not turn up and so one bus which had been booked was not needed. The Clerk advised there also appeared to be fewer adults attending this year compared to some previous years.

RESOLVED the information given be noted be noted.

2025/09/08/06

ASSET REGISTER

The Clerk presented a Parish Council asset register which included land, buildings and machinery. He advised that some valuations had been updated but suggested that for insurance purposes the land and buildings be formally valued on completion of any proposed park improvement works as it was some years since a formal valuation had taken place.

Following general discussion, it was **RESOLVED** that:

- a) The information given be noted.
- b) The Clerk be authorised to seek formal valuations of the Parish Council's land and buildings; and
- c) Further progress be awaited.

2025/09/08/07

RISK REGISTER

The Clerk presented a risk register which had been broken down into various risk categories. A previous key risk of low reserves was noted as having been dealt with in previous years and reserves had started to be built up but planned park improvements presented a risk of reserves being reduced again.

A risk of the lack of shared knowledge was identified because of the Clerk being in post for so long although it was recognised that monthly meetings and shared minutes meant that most information was shared. The Clerk suggested that the password to his laptop be placed in a sealed envelope and given to the Chair and Vice persons so if anything happened to him access to the Parish Council's electronic records would be available.

Risks associated with the park were identified, particularly the lack of formal policies and procedures and it was suggested that work be commenced in developing and updating policies and procedures. Careful thought was needed to things like safeguarding. The Clerk suggested that some policies and procedures could be considered along with proposed works at the park when things like signage could be included.

Health and safety was identified as a particular risk and it was noted that this was to be considered as separate agenda item.

A specific risk associated with the role of Clerk was identified and workload particularly. The Clerk advised that workload had increased as a result of the use of email but ongoing commitments of the Parish Council to things like park improvements and associated grant applications were a burden on time.

Following general discussion, it was **RESOLVED** that:

- a) The information given be noted; and
- b) Further updates relating to risk be awaited.

2025/09/08/08

HEALTH AND SAFETY AT THE PARK

The Clerk advised that health and safety policies and procedures at the park needed to be reviewed and updated. He advised that while a health and safety policy existed it needed to be reviewed and day to day procedures needed to be put in place. Members were reminded that the park covered over 18 acres and there were health and safety issues relating buildings, the woodland and pond areas and play areas in particular along with day to day operations and the use of machinery and equipment. It was suggested that external health and safety expertise could be needed to assist the Parish Council in updating its policy and introducing formal operational procedures and risk monitoring.

Following general discussion, it was **RESOLVED** that:

- a) The information given be noted; and
- b) Further ongoing consideration be given to health and safety matters at future meetings of the Parish Council.

2025/09/08/09

PLANNING APPLICATIONS

RESOLVED that no objections be made to the following applications:

2 Chillerton Way- Single storey side garage extension.

Land to the rear of 11 North Road East- Reposition of the dwelling and omit the modular garage (planning permission variation).

2025/09/08/10

CORRESPONDENCE

There were no items of correspondence to consider.

2025/09/08/11

PAYMENTS AND FINANCIAL MATTERS

- (a) Authorisation of Payments

RESOLVED that authorisation be given for the following payments:

Wingate and District Community Association- Grant

Cheque No. 406685	£10000.00
Steve Barrass- Association Football Coaching	
Cheque No. 406686	£240.00
BT- Broadband at the Park	
Cheque No. 406687	£93.18
Playdale Playgrounds- Previous Under Payment	
Cheque No. 406688	£492.90
TSL- Spraying of Pitches	
Cheque No. 406689	£540.00
Eon Next- Football Changing Room	
Cheque No. 406690	£156.62
Carr Billington- Tractor	
Cheque No. 406691	£22020.00
Carr Billington- Mower Etc	
Cheque No. 406692	£16272.00
Robinsons- July Bingo	
Cheque No. 406693	£145.00
Wingate and District Community Association- May to July Bingo	
Cheque No.,.406694	£252.00
Madhouse Media- Licence	
Cheque No. 406695	£64.80
Carr Billington- Grease Gun Etc	
Cheque No. 406696	£75.56
TSL- Line Marker	
Cheque No. 406697	£144.00
Clerk- August Office Allowance	

Cheque No. 406698	£50.00
Steadfast Security Systems- Shed Alarm Mtce	
Cheque No. 406699	£392.40
Steadfast Security Systems- Bowling Pavilion Mtce	
Cheque No. 406700	£392.40
Npower- Pit Wheel	
Cheque No. 406851	£76.79
Eon Next- Xmas Lighting	
Cheque No. 406852	£24.39
BT- Broadband at the Park	£93.18
DCC- Planning Conditions Removal	
Cheque NO. 406854	£383.00
Robinsons of Wingate- August Bingo	
Cheque No. 406855	£145
TSL- Bowling Green Mtce Fertilizer Etc	
Cheque No. 406856	£1016.00
Clerk- Away Day Funding Refund	
Cheque No. 406857	£1275.00
Cler- Refund for Bingo Books	
Cheque No. 406858	£71.54
Park Keeper- Refund for Keys Cut	
Cheque No. 406859	£30.00
Phs Group- Centre Materials	
Cheque No. 406860	£960.25
Clerk- September Office Allowance	
Cheque No. 406861	£50.00
Clerk- Phone Allowance	

Cheque No. 406862	£45.00
Park Keeper- Phone Allowance	
Cheque No. 406863	£45.00
Clerk- Postage and Misc Items Refund	
Cheque No. 406864	£65.00
Par Petroleum- Diesel	
Cheque No. 406865	£251.00
Durham County Council- Changing Room Building Control Fees	
MKM- Padlock	
Cheque No. 406867	£26.29

(b) Bank Reconciliation

The Clerk presented a bank reconciliation for the period to the end of June which showed an amount of £239700.08. The Clerk reminded Members that while a healthy balance was shown, it was early in the financial year and the Parish Council could have to make a financial contribution to the proposed new football changing room.

Following general discussion, it was **RESOLVED** the information given be noted.

2025/09/08/12

REPORTS

(a) The Clerk

There were no reports from the Clerk.

(b) Members

(1) Dog Bags

Following a query it was **RESOLVED** that it be noted that dog bags had recently been delivered and were available again from the Community Centre.

(2) Pit Wheel

A Member reported that the timber around the pit wheel potentially needed repairing and repainting.

RESOLVED the Clerk arrange for necessary repairs to be undertaken.

(3) Wreaths

Following a query it was **RESOLVED** that wreaths for Remembrance Sunday would be ordered as part of a group order in the village.

County Councillor

There was no County Councillor present.

2025/09/08/13

SCHEDULE OF ONGOING MATTERS

RESOLVED that the details included in the schedule of ongoing matters be noted.

CERTIFIED TRUE RECORD

CHAIRMAN

DATE