



WALDRIDGE PARISH COUNCIL

1 Poplar Street, Waldridge Village
Co Durham, DH2 3SE

Co-ordinator-WaldridgeParish@outlook.com

16th July 2025

In attendance Parish Councillors Sexton (Chair), Moffat, Smith & Westgate,
Co-ordinator – Jackie Smart

Below are the minutes of the meeting of the **WALDRIDGE PARISH COUNCIL** held at the Parish Rooms on Tuesday 8th July 2025.

BUSINESS

1. Chair welcomed everyone to the meeting
2. Apologies for absence from Councillors Moist, Hall, Kinnear, Lewcock & Trainor
3. Public Questions – non
4. Minutes were agreed unanimously
5. No Disclosable Pecuniary Interests declared

6. Agenda-Motions:

1. Action Log Review/Update – Action Log review, all current actions ongoing
2. Correspondence – Co-ordinator gave summary
 - a. Audit update – all submitted to Mazars 12th June – Chair thanked Jackie & Sally-Ann for their efforts to meet audit requirements
 - b. Parishioners, B&B Capeling came to inspect documentation under 'Exercise of Rights' from audit .
 - c. Parishioners, B&B Capeling submitted some questions, which will be discussed
 - d. VAT claim submitted – refunded total amount - £4612.74
 - e. Bank account – was asked to look at getting debit card, but not available with current provider only credit card – [Cllrs agreed we should get credit card](#)
 - f. Defibrillator removed, to be returned to Germany – can't post with battery – emailed for further advice. Haven't paid them any outstanding monies as challenged legality of contract – awaiting final bill.
 - g. SLA DCC with regards to payroll – April 2025-March 2026 £481.92
 - h. Issue with existing wages – 3 employees set up incorrectly by DCC, meaning all paid short since contract began. Back pay due £1443.04
 - i. Playground Inspection Report presented - to liaise with Julie Lewcock
 - j. DCC project budget update
 - i. Paid £3400 by County Councillors Sexton & Moist from Neighbourhoods budget
 - ii. Costs to date including labour £2859.32
 - k. Income & Expenditure attached
3. County Cllr Report – nothing to update

4. Website – Co-ordinator has made effort to update website & upload missing agendas & minutes. All new councillors now listed – given the option to add a bio.
5. County Cllr Report – nothing to update currently
6. Events update –
 - a. Walldridge Weekend/Cinema – assessments ongoing, ensure all provider insurances in place, issue with Woodburning Pizza provider – alternate options being explored
 - b. Halloween and Christmas – deferred until next meeting
7. Funding for Christmas Decoration - £250 – Proposed Cllr Lewcock – agreed unanimously
8. Poo Bags - £250 – Proposed Cllr Sexton – agreed unanimously
9. Course Funding – deferred until next meeting
10. AOB –
 - a. Retention Policy – agreed & adopted
 - b. Standing Orders & Financial Regs – agreed & adopted - to be shared with Cllrs
 - c. Salt Bins – Cllr Smith will look at hasp options
 - d. Hi Viz – Cllr Moffat is arranging to get a sample
 - e. Staff salary review due in beginning of September – proposed pay rise of 3.25% - agreed unanimously

DATE AND TIME OF NEXT MEETING: Tuesday 9th September 2025

Yours faithfully, **Cllr Paul Sexton (Chair)**

Income & Expenditure - June 2025

Details	Income	Expenditure
British Gas Service Contract	£ -	£ 28.18
BP Creative Start		£ 30.00
Room Hire	£ 28.00	£ -
BP eUKhost		£ 150.00
BP Harperley Nursery	£ -	£ 194.58
BP Harperley Nursery	£ -	£ 375.66
BP Trade UK - Screwfix	£ -	£ 17.97
BP Harperley Nursery	£ -	£ 487.50
BP Harperley Nursery	£ -	£ 101.34
BP O'Briens		£ 1,500.00
Leamside Nursery		£ 371.99
BP Harperley Nursery	£ -	£ 197.04
BP DCC SLA charges		£ 481.92
Gordon Fletcher Auditor		£ 200.00
BP plant food		£ 100.96
BP files - Amazon	£ -	£ 10.69
E.ON	£ -	£ 93.74
J Hall Room Hire	£ 20.00	£ -
BACS charges	£ -	£ 16.98
Castle Wood Loo Hire	£ -	£ 575.00
Leamside Nursery		£ 89.96
Kimbleworth Plawsworth PC	£ 1,450.00	
E.ON	£ -	£ 396.22
Allotment Association Water	£ 173.89	
STO MC Robson	£ -	£ 80.00
BACS	£ -	£ 844.47
Anglian Water DDR Allotments		£ 173.89
DCC County & Parish Elections	£ 157.50	
VAT Refund	£ 4,612.74	
BACS	£ -	£ 3,396.30
Creative Start Design	£ -	£ 45.00
BP Fuel Van - Sainsburys	£ -	£ 100.01
Service Charge		£ 6.00
DDR Community Waves		£ 48.00

