

Minutes of an Ordinary meeting of Healeyfield Parish Council
Held on 28th July 2016 at 7.00 p.m. Castleside Village Hall.

PRESENT

Councillors D Dixon, J Forster, J Robson, A Pearson (Chair.
R Wright Clerk.

1617/47 APOLOGIES FOR ABSENCE Councillor Spencer. County Councillor O Johnson and R. Young

1617/48 DECLARATIONS OF INTEREST None

1617/49 PUBLIC PARTICIPATION The public participation policy was on display. No members of the public were present.

1617/50 MINUTES OF PREVIOUS MEETING

The minutes of the previous Ordinary meeting held on 30th June 2016 were RESOLVED as a true record.

The clerk advised that it is more appropriate to include any updates in the clerk's report and delete matters arising item.

1617/51 AAP REPORT – none.

1617/52 CHAIRMAN'S REPORT

The Chairman along with Cllr Forster and the clerk attended the SLCC Regional Roadshow at Hardwick hall in July. It was a very informative day with a mixture of exhibitors and presentations. The presentations highlighted a number of changes which need to be put into place for the parish council over the next few months

1617/53 COUNTY COUNCILLOR REPORT – none.

1617/54 FINANCE

1617/54/1 It was RESOLVED that the finance report be received and accepted.

EXPENDITURE - Cheques presented for approval on 28 July 2016

CHQ No.	Date	Cost	VAT	Total (£)	Payee	Detail
1420	28 July 16	435.00	87.00	522.00	RB Tree & Landscapes Ltd	Grass cutting
Total		435.00	87.00	522.00		

INCOME RECEIVED	
Business Money Manager Bank	0.00
	0.00

LATEST BANK BALANCES

a. HSBC Business Money Manager Account as at 11 June 16 £23095.17

b. HSBC Community Account

as at 11 July 16

£2716.12

BALANCES	
Balance Brought Forward	25811.29
Add Income	
Less Expenditure	522.00
Less o/s cheques	310.70
Balance Carried Forward	24978.49

1617/54/2 The insurance company has updated their records to include the new laptop.

- Litter picks – I need to email them with date and number of volunteers before any future litter picks. We need to keep a record of those who take part.
- Parish wood – regular safety inspections suggestion is using a check list and recording rights and wrongs. These sheets need signed off and kept in parish records.
- Strimmer – need a set of instructions for safe use plus a risk assessment. Any person using the strimmer must sign a declaration to prove they have read and understood how to use the machine. All these are kept in parish records.

Simon Howson has been asked about risk assessments for the Parish Wood. He recommends site safety checks are conducted on a regular basis and then a record kept. He will forward a risk assessment for the strimmer.

1617/54/3 There were communication issues with the chosen grass cutting contractor which resulted in the grass becoming overgrown and residents complaining. It proved impossible to contact the contractor so a decision was taken to transfer the contract to the previous contractor who knows the areas and was happy to do the work. This was RESOLVED as the best course of action.

1617/54/4 The first quarter budget update was RESOLVED as being correct and the overspends were explained.

1617/55 CORRESPONDENCE

Electronic Correspondence:

Mid Durham AAP INA Consultation

Mid Durham AAP - Better Health Programme July 2016

Mid Durham AAP - July E-bulletin and WBFL training calendar

NPD LEADER Information

Mid Durham AAP - County Durham Plan presentation

Durham County Council Budget Presentation - AAP Board meeting

Mid Durham AAP Leaflet

Public Consultation Launch - Police, Crime and Victims' Plan

North Durham CCG Community Engagement Project July 2016 Drop In and Focus Group

North Durham CCG Community Engagement Project 14th July 2016 Drop In Newton Hall

North Durham CCG Community Engagement Focus Group 20th July 2016

North Durham CCG Community Engagement Project August 2016 Drop In and Focus Group

Digital NHS in North Durham

Durham County Carers Support

Dementia Friends

Bulletin on national developments and meetings - 1 July 2016

Bulletin on national developments and meetings - 8 July 2016
NALC Bulletin on national developments and meetings - 15 July 2016
Bulletin on national developments and meetings - 22 July 2016
Revised LTNs
Agenda and minutes for next Smaller Councils Forum Meeting on 29 July
Capital Highway Works Programme 2016/17 - Members Quarterly Update
Recycle for County Durham Facebook page
BT Telephone kiosk Castleside
e-mango website solution
Website proposal from J Wilson
Parish Wood
Grass Cutting Contract for Healeyfield Parish Council – Scott Ellwood
Castleside War Memorial, County Durham, DH8 9QW – lettering repair
Local resident request to get grass cut beside the A68
Local resident request for minutes
Local resident complaint about bike noise – ongoing.

1617/56 PLANNING MATTERS

1617/56/1 Planning Applications - none

1617/56/2 Neighbourhood Plan – an update meeting was held on 7th July to present the current phase for the new County Durham Plan. Everybody is urged to go online and have their input or attend the public sessions. One of the key issues raised by representatives of Town and Parish Councils was how to enthuse people about their own village and get participation in neighbourhood planning.

1617/56 CLERKS REPORT

1617/56/1 Matters requiring update:

- War memorial repair – because it is Grade II listed building the planners require a photographs and a report from the company who are going to do the work before they can decide if Listed Building Planning Consent needs to be requested.
- Parish Seat and Flower Tub numbers: an email has been sent to Derwent Vinyls requesting prices and a preview of the labels. The owner's son is on holiday for two weeks and will get back to us when he returns.
- An email has been sent to Steve France requesting another update on the Quarry planning application. Steve is currently on holiday until 15th August and we are going to discuss the issue when he returns.
- Village Hall invoice – payment was received on 22-Jul-16.

1617/56/2 SLCC Clerks Meeting 22nd July at Teesside Airport – main issue is trying to get more clerks to attend and this also applies to the Smaller Councils Meeting for both clerks and councillors.

1617/56/3 A new Being a Good Employer Guide is available at the cost of £2.16 and 7 copies have been ordered from CDALC.

1617/56/4 There are new regulations regarding Procurement and it is prudent to consider updating the Financial Regulations and also to review the Standing Orders. These will be circulated for approval at the next meeting.

1617/56/5 A new internal auditor needs to be identified and also a review of the financial procedures must be carried out.

1617/57 **COMPLAINTS POLICY**

A copy of the proposed complaints procedure was circulated to members prior to the meeting. It was RESOLVED to adopt the policy. A copy will be placed on the website.

1617/58 **PARISH WEBSITE**

A paper was circulated to members prior to the meeting with recommendations for the choice of a new website from the information received from various sources. It was RESOLVED that a bid to get Transparency money will be placed and in the event of a success the recommended website designer will be contracted to produce the new website.

1617/59 **FLY TIPPING CAMERAS**

The increase in fly tipping around the parish has prompted the Parish Council to RESCIND their decision not to buy into the Mid Durham parishes scheme to buy four dedicated cameras. It was RESOLVED to spend £256 and be part of the scheme.

1617/60 **PARISH WOOD**

It was RESOLVED that an inspection and photographs would be taken by Cllr Hird and this would be recorded in the parish council records. It was agreed that a meeting with Peter Downes and Simon Howson will be arranged to discuss the plans for woods in time for an October start to any work.

1617/61 **NEW PLAY AREA**

The Parish Council want to investigate options for creating a new play area making an area where both children and adults can participate. The first stage will be to identify possible locations, consider insurance costs, consider the type of equipment, scope out costs and investigate available grants.

1617/62 **MEMBERS REPORT**

1617/62/1 Feedback from Councillor Surgery – no residents attended.

1617/62/2 Bulb Planting – Cllr Robson will lead this project and has a budget already agreed of £100.

1617/62/3 Poppy Mosaic – Cllr Forster has completed the application for funding but has not taken it forward yet. Although it has been agreed in principal with the Village Hall Committee Cllr Forster will give a presentation of options to the Village Hall Committee before progressing.

1617/62/4 War Memorial – A number of quotes need to be sought prior to making any decisions on changes to the area surrounding the War memorial. The repair work on the lettering is a separate process due to the Grade 2 listed building status as per the Clerk's report.

1617/62/5 Parish Seats – the new seat at The Fleece will be erected in the next 3 weeks by Marmax. New latts have been ordered to replace rotten ones on seats near the woods.

1617/62/6 Scarecrow Event – the timing has been moved to Sept/Oct and the parish council RESOLVED to hold a harvest festival event for the village where the prize can be awarded. A tentative date of Sunday 9th October from 3-5pm was agreed but this will be confirmed in the next newsletter. A separate planning meeting will be held on the 4th August 2016 with the Village Hall Committee.

1617/62/7 Chairman Succession Planning – Cllr Dixon suggested that this needs to be considered to ensure the robustness of the council. Chairmanship is voluntary and the vice chair will gain experience through taking the meetings both with and without the chairman being present.

1617/63 **COUNCILLOR QUESTIONS** None.

1617/64 **CONFIDENTIAL ITEMS** – Clerk’s Probation It was RESOLVED that the clerk’s probation has been successfully completed.

Conclusion of Meeting 9.30 p.m.

Signed.....Chairman of the Council 25th August 2016