

Minutes of the Ordinary meeting of Healeyfield Parish Council
Held on 7th December 2017 at 7.00 p.m. Castleside Village Hall.

PRESENT

Councillors P. Marshall, A Pearson (Chair), J Forster, J Robson, K Spencer, D Dixon, A Hird, R Wright – Clerk,

1718/91 **APOLOGIES FOR ABSENCE** - County Councillors O Johnson and J Considine.

1718/92 **DECLARATIONS OF INTEREST** - none.

1718/93 **PUBLIC PARTICIPATION** – none.

1718/94 **MINUTES OF PREVIOUS MEETING**

The minutes of the Ordinary meeting held on 26th October 2017 were **resolved** as a true record.

Matters requiring update:

- a. DCC; FS-Case-238667881 – clearing and repairing the path to Allensford Park play area has been submitted. No progress reported yet.
- b. Woodlands Trust – Richard Wilson is the contact for this and he is keen to meet with the parish council in 2018.
- c. Roller Banners – the quality of the word and jpg files for the logo were not sufficient quality to be used on the banner. A vector file has to be created which can be used in future promotional literature. This will increase the cost by £24.
- d. Hire of Hall cost – these are being met by the AAP.
- e. The Christmas light switch on has been covered by Zurich insurance and a risk assessment done.
- f. Donation to buy t shirts for school choir – Cllr Robson stated that the school needed 12 cross country shirts as well as 10 t-shirts for choir members. It was agreed that Cllr Robson would get prices for the items and return to the next meeting for a decision.

1718/95 **AAP REPORT** – none.

1718/96 **CHAIRMAN'S REPORT**

The Chairman thanked Cllr Forster and the Clerk for all their hard work in getting the lead miner statue financed and produced.

The Remembrance Sunday service was well attended and considered a great success. Unfortunately, due to bad snow the Christmas light switch on was a low key affair although some residents did turn up to see the lights go on. The school choir and brass band were cancelled and the minister could not attend.

1718/97 **COUNTY COUNCILLOR REPORT**

In the absence of the County Councillors, Cllr Dixon said the road at Outputs Lane had been resurfaced and it was a really good job. Salt had been put on Longedge Lane although some vehicles still had to be rescued. The path from Castleside to Rowley is being cleaned up and this will be appreciated by all users.

1718/98 **FINANCE**

1718/98/1 Due to the postponement of the meeting another cheque was added to pay the invoice for printing the newsletter and posters. It was **resolved** that the finance report be received and accepted with this addition.

EXPENDITURE - Cheques presented for approval on 7th December 2017

CHQ No.	Date	Cost	VAT	Total (£)	Payee	Detail
1470	09 Nov 17	3000.00	0.00	3000.00	T Craggs	Lead miner sculpture
1471	30 Nov 17	27.00	0.00	27.00	CDALC	GDPR training
1472	30 Nov 17	20.00	4.00	24.00		
1473	30 Nov 17	101.50	0.00	101.50	R Wright	Clerks expenses
1474	07 Dec 17	313.90	0.00	313.90	Conway Printing Services	Newsletter, posters and leaflets
Total		3462.40	4.00	3466.40		

INCOME RECEIVED	
Business Money Manager Bank	0.00
Community Account	0.00
	0.00

LATEST BANK BALANCES

- a. HSBC Business Money Manager Account as at 11 Oct 17 £19753.77
- b. HSBC Community Account as at 11 Nov 17 £6560.16

BALANCES	
Balance Brought Forward	26313.93
Add Income	0.00
Less Expenditure	3466.40
Less o/s cheques	20.00
Balance Carried Forward	22827.53

1718/98/2 The precept was agreed as per the revised tax base and the draft budget was **resolved** and accepted. It was **resolved** that the funding for the parish seats will roll forward into next year if it is not fully spent before the end of the financial year.

1718/99 CORRESPONDENCE

Electronic Correspondence:

AAP

Invoice for Village Hall – *matters requiring update*

DCC

Next Smaller Councils Forum Meeting

Chief Executive's Bulletin 41 - 17 November 2017

Notification of external auditor appointments for the 2017-18 financial year

Bird Flu - Information provision for your electorate

2017/18 Annual Governance Statement and risk assessment

Notification of Tax Base, Local Council Tax Reduction Scheme Grant Allocation and

Request for Precept 2018/19 – *agenda item 8(ii)*

CDALC/NALC/SLCC

Information and advice from the Branch
Transparency Fund Grants still available

Miscellaneous

Lead Miner Sculpture

Jobcentre Resource Link Near You

leadmine tub

Roller Banners – *matters requiring update*

Urgent media query on around funding of Christmas Lights

Battles Over - a Nations Tribute

Paper

Notification of Tax Base, Local Council Tax Reduction Scheme Grant Allocations and Request for Precept 2018/19– *agenda item 8(ii)*

1718/100 **PLANNING MATTERS** - none.

1718/101 **CLERKS REPORT**

1. GSPR – very early stages and it obviously has a huge impact on data controllers and data handlers. It does include any correspondence sent directly to councillors personal emails. Independent DPO must be appointed and this position must be a legally qualified, experienced person, consultation fees approx. £400 per hour. Work being done at DCC level to work out what needs to be in place for 20th May 2018.
2. Public consultation date and arrangements – the date was set at 24th February 2018 from 10am until 2pm in the Village Hall. Coffee and biscuits will be provided. The Village Hall Committee will be invited to set up a stall to promote their activities and get feedback from the public.
3. Lead Miner – the cost of the lead miner, tub and installation have been added to the insurance policy. There will be an increase of £25 per annum from June 2018 if we continue with the same insurance company.
4. All future events held by the Parish Council will need a risk assessment and agreed cover by the insurance company including the Autumn Festival and Remembrance Day.
5. New Defib cabinet - the cheapest lockable, heated cabinet found by Cllr Forster is £425+vat from the Defib Shop. Another quote is required and this will be put onto the next agenda for a decision.
6. Roller banners – the new logo and strap line look very bare and additional items need to be considered; e.g. parish benches, flower tubs, scare crows, litter pick up, Christmas light switch on and Remembrance Day. Cllrs will take some photographs and forward to the Clerk for inclusion on the banners.
7. Website – The Clerk has asked for the maximum file size for uploading to be increased to accommodate the larger newsletter with graphics. The Clerk is currently awaiting information about changing the domain name to the correct spelling.
8. Payments during December/January – the Clerk requested three cheques be signed and made out to three suppliers who will deliver and require payment before the January meeting: Lifestyle Printing; Gralands & Graham Robson.

1718/102 **JOB CENTRE RESOURCE LINK**

A request has been received to add a link to the parish website to allow users to find the nearest job centre. It was not considered appropriate and this will be feed back to the requester.

1718/103 **NEW POLICIES**

(i) Code of Conduct – the parish council **resolved** to adopt the revised version and members signed up to it.

(ii) Social Media Policy – it was **resolved** to adopt this policy which is specific to facebook and not other social media platforms. Cllr Marshall requested that social media be an agenda item at the next meeting.

1718/104 REMEMBRANCE SUNDAY 2018

The Chairman explained that the parish council had hosted a commemoration service in 1995. Next year, 2018, is the 100 year anniversary of the end of WWI and he proposed a joint service at St John's Church and a parade down to the cenotaph. The service can be held at 3pm to avoid conflict with Consett. The parish councillors agreed that the Chairman can approach the minister of St John's and Lanchester band to discuss the proposal

1718/105 MEMBERS REPORT

1718/105/1 Feedback from Councillor Surgery – none.

1718/105/2 War Memorial – the paperwork is ready for the Faculty and will be forwarded with the appropriate payment when requested by the lawyers.

1718/105/3 Parish Wood – the bridge has been completed. On 7th January Peter Downes and a group of volunteers will begin some work in the woods. Cllr Hird will meet Ruth Thompson, Woodlands Trust and Neil Cowes to find out what is happening in other woodlands

1718/105/5 Lead Miner – the installation will take place when work on the pavement is completed. The wording for the plaque on the tub will be: Healeyfield Parish Council, commemorating our lead mining heritage, 2018.

1718/105/6 WWI Heritage Project – Cllr Robson gave an update on the progress of the project. Andrea Dixon attended the meeting on behalf of the Village Hall committee. The project proposed a poppy mosaic and memorial garden along with a heritage trail around the village. It was pointed out that anchor points would be required for gazebos would be required and also extending the gateway to allow access for industrial wheelie bins. It was agreed to keep in contact with the village hall committee during the project. The public consultation in February will be used to garner ideas and help from local residents.

1718/105/7 Beacon for 2018 – Cllr Dixon has approached the Air Cadets and Army Cadets to attend the event. The risk assessment is being done in conjunction with Lanchester parish council. A separate meeting will be arranged to discuss the details for this event.

1718/105/9 Parish Seats – It was **resolved** to purchase wooden latts from Jackson's Timber. Three benches require 17 latts and the concrete bench at the end of the line needs completely replacing. The Chairman offered the wrought iron bench ends which are being stored at his house and another 6 latts will be required. Cllr Marshall will find a contractor to strip out the old latts, measure and order new wooden latts and then fit them.

1718/105/10 Flower Tubs – a number of flower tubs need to be replaced. Cllr Forster will bring comparison prices to the next meeting for a decision.

1718/106 AGENDA ITEMS FOR NEXT MEETING

The following items were requested:

- (i) Consultation event
- (ii) Shotley Bridge Hospital
- (iii) Newsletter
- (iv) Social Media
- (v) Defibrillator Cabinet

1718/107 COUNCILLOR QUESTIONS - Cllr Dixon raised a concern that an article from the village hall had not been printed in the newsletter however this article was never received by the Clerk. The village hall Christmas lunch will be held on 20th December 2017.

1718/108 CONFIDENTIAL ITEMS – none.

Conclusion of Meeting 9.15 p.m.

Signed.....Chairman of the Council 30th January 2018