

## Healeyfield Parish Council

### Minutes of the Annual Meeting held on Thursday, 26<sup>th</sup> April 2017

#### **1718/AM/1 PRESENT**

Councillors Pearson, J Forster, D. Dixon, J Robson, A Hird, K Spencer P Marshall.  
R Wright (Clerk), County Councillors O Johnson and J Considine

#### **1718/AM/2 APOLOGIES - none**

#### **1718/AM/3 APPOINTMENT OF CHAIRMAN**

It was RESOLVED that Councillor A Pearson be hereby appointed Chairman for the ensuing municipal year ending May 2019. The declaration of acceptance of office was signed.

#### **1718/AM/4 APPOINTMENT OF VICE CHAIRMAN**

It was RESOLVED that Councilor J Robson be hereby appointed as Vice Chairman for the ensuing municipal year ending May 2019.

#### **1718/AM/5 CODE OF CONDUCT FOR PARISH COUNCILLORS**

All councillors signed the new code of conduct in July 2017 and it will be reviewed again in July 2018.

#### **1718/AM/6 CONFIRM MINUTES of the ORDINARY MEETING held on 22<sup>nd</sup> March 2018**

The minutes of the previous Ordinary meeting held on 22nd March 2018 were **resolved** as a true record.

Matters requiring update:

- a. DCC; FS-Case-238667881 – clearing and repairing the path to Allensford Park play area – details to be passed to CClr Johnson to investigate progress.
- b. DCC; FS-Case\_26495438 - faded white lines at the crossroads of Consett Road with the A68 has been reported. No progress as yet.
- c. War Memorial documentation submitted to solicitors for faculty.

#### **1718/AM/7 APPOINTMENT of REPRESENTATIVES to OUTSIDE BODIES & COMMITTEES**

- (i) Mid Durham Parish Council Committee – Chairman, Vice chairman and clerk.
- (ii) Annual meeting of CDALC – Chairman, vice chairman and clerk.
- (iii) Castleside and District Community Association – Cllr Hird.
- (iv) Shotely Bridge Hospital Support Group – Cllr Spencer.
- (v) Parish Wood Committee – full council. Cllr Hird to continue with inspections assisted by Cllr spencer.
- (vi) Smaller Councils Meeting – Clerk.

#### **1718/AM/8 STANDING ORDERS**

It was **resolved** that the Standing Orders are accepted without any changes.  
There are changes which need to be made and these will be presented to the parish council at a later date.

#### **1718/AM/9 FINANCIAL REGULATIONS**

It was **resolved** that the Financial Regulations are without any changes.

#### **1718/AM/10 ASSET REGISTEER**

It was **resolved** that the new changes to the asset register were adopted.

#### **1718/AM/11 ANNUAL GOVERNANCE STATEMENT**

- (i) The certificate of exemption was signed.
- (ii) Section 1 was completed by the parish council and signed by the Chairman and Clerk.

#### **1718/AM/12 FINANCE**

- (i) The unaudited Statement of Accounts for 2017/18 was accepted.
- (ii) April financial report was **resolved** as a true record.
- (iii) It was **resolved** to continue banking with HSBC.
- (iv) It was **resolved** to continue with Zurich as the insurers however a 3 year deal should be investigated.
- (v) A new internal auditor is in place and will receive the books to review 2017/18 accounts.

#### **1718/AM/13 SUBSCRIPTIONS**

- (i) SLCC it was **resolved** to continue membership.
- (ii) County Durham Association of local Councils (CDALC) it was **resolved** to continue membership.

#### **1718/AM/14 DONATIONS**

It was **resolved** to consider donations once a year in February. In event of an urgent request being received each case would be dealt with individually.

#### **1718/AM/15 GRASS CUTTING**

In view of the level of service and competitive price provided by the contractor who cut the grass in 2017/18 it was **resolved** to ask for a quote for this year's work.

#### **1718/AM/16 COMPLAINT PROCEDURE**

It was **resolved** that the Complaint Procedure is accepted unchanged.

#### **1718/AM/17 PUBLICATION POLICY**

It was **resolved** that the Publication Procedure is accepted unchanged

#### **1718/AM/18 MEETING DATES for 2018/19**

Meetings will be held on the last Thursday of the month with no meeting in August or December.

Dates are 31<sup>st</sup> May; 28<sup>th</sup> June; 26<sup>th</sup> July, 27<sup>th</sup> September, 25<sup>th</sup> October, 29<sup>th</sup> November 2018 and 31<sup>st</sup> January, 28<sup>th</sup> February 28<sup>th</sup> March 2019

#### **1718/AM/19 DEFIBRILLATOR TRAINING**

A date has been arranged on 27<sup>th</sup> May from 7-9pm in the village hall. There are 20 places available and names should be given to Cllr Forster.

#### **1718/AM/20 ENVIRONMENTAL PROJECT FUND**

It was agreed to ask if the Sandy path can be included in any project work being done on paths as part of this fund.

#### **1718/AM/21 GDPR**

The Clerk attended the training session at County Hall and a number of steps have to be done to move the parish council toward compliance. No DPO is required for parish councils. The Clerk will put in place a data protection procedure and privacy notice on the website.

A data audit needs to be performed and also a document retention schedule and any remaining archives should be stored at County Hall.

### **1718/AM/22 SUMMER PLAY SCHEME**

It was **resolved** to continue membership of the summer play scheme for the next two years.

### **1718/AM/23 MEMBERS REPORTS**

(i) WWI Heritage project – the application for funding has been submitted. It was suggested that a roll of honour should be compiled for those who returned however this will come under a separate project.

The siting of a WWI memorial seat at the crossroads needs to be investigated with Highways.

Cllr Dixon explained that the village hall committee wanted the poppy mosaic situated on the right-hand side when facing the hall.

(ii) Beacon – the Chairman attended a meeting to discuss the project with Lanchester parish council and is confident that the project will go ahead with only a few things outstanding. The Police have been asked to do a site visit.

(iii) Parish Seats – a quote has been obtained to do the work on two of the seats beside the Fleece. No other quotes from other contractors have been received. It was **resolved** to accept the quote. Cllr Marshall will instruct the contractor and explain that he needs to order the wooden slats.

A further quote is required to remove the concrete bench and the bench at the top of Rowley Bank.

(iv) Flower Tubs – the Chairman thanked the county councillors for their generous contribution towards the cost of replacing the existing flower tubs. The project documentation needs to be completed before any further orders can be made. Cllrs Pearson, Forster and Robson will agree a plan for the replacement and this will be presented at the next meeting.

The meeting closed at 9.00pm

Signed.....  
**Chairman of the Parish Council**

Date 31<sup>st</sup> May 2018