

**'Minutes of the Ordinary meeting of Healeyfield Parish Council
Held on 28th June 2018 at 7.00 p.m. Castleside Village Hall.**

PRESENT

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

1819/1 **APOLOGIES FOR ABSENCE** - County Councillor O Johnson

1819/2 **DECLARATIONS OF INTEREST** - none.

1819/3 **PUBLIC PARTICIPATION** – none.

1819/4 **MINUTES OF PREVIOUS MEETING**

The minutes of the Annual General meeting held on 26th April 2018 were **resolved** as a true record.

Matters requiring update:

- a. DCC; FS-Case-238667881 – Allensford path repair and clean. This has been passed to County Councillor Johnson for an update.
- b. DCC; FS-Case_26495438 - faded white lines at the crossroads of Consett Road with the A68 has been reported.
- c. The new bus shelter will be installed in the next 4-6 weeks.
- d. The grant application form was signed on 16th June 2018.

1819/5 **AAP REPORT**

Andy Coulthard will attend the July meeting to discuss the village plan and other AAP matters.

1819/6 **CHAIRMAN'S REPORT**

The Chairman thanked everybody for their condolence cards and wishes and those who attended his Grand Father's funeral.

1819/7 **COUNTY COUNCILLOR REPORT**

County Cllr Considine said that the sandy path in Castleside was one of those being reviewed for work by the AAP. The County Plan will begin the first of three public consultations and it is hope to have it in place by the middle of next year. Only one site was identified in Castleside for new housing, the area to the east of Drover Road. It is hoped to set up a presentation to the parish council by Durham County Council.

County Cllr Considine was asked to investigate why incorrect information on road works was sent out to the parish councillors and no amendments of the changes were sent.

1819/8 **FINANCE**

1819/8/1 It was **resolved** to accept the May finance report. The cheques were signed and sent out prior to the meeting.

1819/8/2 It was **resolved** to accept the June finance report.

EXPENDITURE - Cheques presented for approval on 28th June 2018

CHQ No.	Date	Cost	VAT	Total (£)	Payee	Detail
1563	28 Jun 18	435.00	87.00	522.00	RB Tree & Landscapes Ltd	Grass cutting
1564	28 Jun 18	84.00	0.00	84.00	SLCC	subscription
1565	28 Jun 18	934.57	0.00	934.57	R Wright	Salary Mar-Jun18

1566	28 Jun 18	117.21	0.00	117.21	R Wright	Clerks expenses
1567	28 Jun 18	250.00	0.00	250.00	M & J Forster	Parish bench repairs
Total		1820.78	87.00	1907.78		

INCOME RECEIVED		
Business Money Manager Bank	(interest already included)	3.70
	(reclaimed VAT already included)	373.53
Community Account		0.00
		376.90

LATEST BANK BALANCES

HSBC Business Money Manager Account	as at 11 Jun 18	£23929.06
HSBC Community Account	as at 11 Jun 18	£7052.82

BALANCES		
Balance Brought Forward		30981.88
Add Income		0.00
Less Expenditure		1907.78
Less o/s cheques		472.93
Balance Carried Forward		28601.17

1819/8/3 The quarter 1 budget figures were circulated.

1819/9 SIGN ACCOUNTING STATEMENT FOR 2017-18

The accounting statement for 2017-18 were resolved and accepted by the parish council. The financial documents will be on the website from 2nd Jul 2018.

1819/10 CORRESPONDENCE

All electronic correspondence has been circulated and there is nothing to discuss.

1819/11 PLANNING MATTERS

It was agreed that no comment was required for the planning application in Church Street.

The planning application for houses to the east of Drover Road raised some concerns. It was **resolved** to lodge an objection citing the following points:

- Traffic congestion and the issues at the Drover Road/Consett junction including the issues of having the village hall on the same road.
- The affordable housing was not affordable to old and young.
- The lack of school places despite a 10% uplift at the local primary.
- The impression given of local amenities and the out of date photographs used.

The planning application is going to the planning committee and the parish council will request a site visit and be registered to speak at the committee if required.

1819/12 CLERKS REPORT

1. Beacon event – meeting held at Lanchester on 27th June which the Clerk could not attend. Site meeting to Lanchester beacon on 6th July at 2pm. The SAG form has to be completed online.
2. A new printer is required which will do double sided printing automatically.

- possibilities from Currys PC World: (the following prices will be out of date but can give an idea of costs)HP Envy 5020 wireless all-in-one £39.00 plus 3 month trial of HP instant ink; Canon PIXMA TS6151 all-in-one £79.99 ink is £54.99 per multi pack; Epson Workforce WF-2750 all-in-one £69.99 ink £40.19 per multi pack. It was **resolved** to allow the Clerk to purchase a new printer.

1819/13 PROPOSAL FOR PARISH WOODS EVENTS

A presentation was given by a local resident who wants to hold both fun parties and educational events for children in the parish woods. There were a number of photograph boards and there is also a website. The proposal uses the talents of an art teacher and skills of a mountain rescue trained husband to safely introduce children to the woodland environment and allow them to play safely with multiple activities. The parish council **resolved** to allow these events to go ahead however a number of conditions must be met.

- The resident must have their own public liability insurance
- A risk assessment must be done for every event
- The parish council must have prior notification of events
- The area must be left tidy after every event

The parish council felt these events would be beneficial and it would be appreciated if the woods could be enhanced by features created by the event holders.

1819/14 GENERAL DATA PROTECTION REGULATIONS

These regulations have come into force on the 25th May 2018.

- Cllr Robson will assume the role of data officer.
- Generic emails will be set up for the Chairman; Vice-Chairman and Data Officer.
- The website will be changed to Councillors name and address only.
- Councillors were asked to forward any emails received from resident to the clerk and delete it from their system.
- A group photograph will be taken for the website
- The data audit will be undertaken by all members and the Clerk on the archives and current files. All members agreed to attend on 30th August at 6pm onwards to go through the archive files.

1819/15 MEMBERS REPORT

1819/15/1 Feedback from Councillor Surgery – nothing.

1819/15/2 War Memorial – the Chairman will contact the contractor to arrange a start date.

1819/15/3 Parish Wood – Cllr Hird produced his quarterly inspection report. There is a wobbly stile which Cllr Hird will fix.

1819/15/4 WWI Heritage Project – an HLF grant of £10,000 has been awarded for the project. The Chairman and councillors thanks Cllrs Forster, Robson and Spencer for all their hard work securing the grant.

Cllr Forster has made a purple poppy wreath for the remembrance of all the animal killed in war and this will be laid at the poppy tribute. All the members agreed it was a fantastic piece of work and thanked Cllr Forster.

Cllr Robson suggested a tea dance be held on Sunday 4th November after the unveiling of the poppy tribute. Cllr Dixon asked if this can be organised in conjunction with the village hall committee. The school choir can be involved singing old songs from the war and people can be asked to dress up in 1940's style. The Bishop Auckland Pipe Band will be asked to play at the unveiling. The Clerk asked if a small donation can be made to the pipe band if they attend. It was **resolved** that this event should go ahead with support from the parish council and also the village hall committee.

1819/15/5 Beacon for 2018 – Cllr Dixon has arranged the following:

- led lighting to be installed on the route from the road to the beacon
- the walk ways will be identified by tape
- a fence around the beacon

- 100 gallons of water will be at the beacon site
- 4 fire extinguishers will be at the beacon site

The event requires 8 stewards and it was resolved to approach local companies for prices. A Health and Safety Officer needs to be identified – Cllr Dixon will approach a potential candidate.

The overall manager for the event will be Cllr Dixon.

The parish council will approach local companies for signage and bollards.

The order of service will be produced by Cllrs Pearson and Spencer.

It was agreed that a trial run of lighting the beacon and testing the facilities will be arranged nearer the event.

The SAG form will be completed online and a risk assessment will be done in consultation with Lanchester parish council.

1819/15/6 Parish Seats – two parish seats have been repaired and Cllr Marshall thanked Cllr Forster for her hard work. There are still two seats which need to be removed. Cllr Marshall will produce an updated report for the next meeting.

The Chairman asked if his family could refurbish the seat opposite the house on Consett Road and place a memorial plaque for his Grand Father. The parish council were happy for that to go ahead.

1819/15/7 Flower Tubs –the grant for new tubs has been signed. It was agreed that all old, rotten tubs should be removed and only the new tubs and existing good condition wooden tubs planted.

1819/15/8 Shotley Bridge Hospital – meeting will be held next week.

1819/16 AGENDA ITEMS FOR NEXT MEETING –

- Autumn Festival
- Woodland Trust update on Castlehill Wood

1819/17 COUNCILLOR QUESTIONS -none.

1819/18 CONFIDENTIAL ITEMS – none.

Conclusion of Meeting 9.15 p.m.

Signed.....Chairman of the Council 26th July 2018