

**THE MINUTES OF THE ORDINARY MEETING OF
THE HEALEYFIELD PARISH COUNCIL
HELD ON THURSDAY 25 APRIL 2019**

Present:

Councillor A. Pearson (Chair)

Councillors J. Forster, D. Dixon, A. Hird, J. Robson

Also Present:

County Cllr O. Johnson, J Coates (Clerk and Responsible Financial Officer),

1. **APOLOGIES FOR ABSENCE** - Cllr. A. Wallace (due to holiday), Cllr K. Spencer (due to holiday)
County Councillor J. Considine.

RESOLVED to accept apologies.

2. **DECLARATIONS OF INTEREST**

Chair declared an interest agenda item 13; Consett Road.

Cllr D. Dixon declared an interest in agenda item 11, Planning Matters.

3. **PUBLIC PARTICIPATION**

None.

4. **MINUTES OF PREVIOUS MEETING**

The minutes of the Ordinary meeting held on 28th March 2019 were declined as a true record. Cllr. D. Dixon raised an issue at the aforementioned meeting that was not included in minutes.

RESOLVED that minutes to be rectified and approval sought at the next meeting.

Matters requiring update:

- a) FS-Case-34398989 siting of a heritage trail information board. Durham County Council did not respond. Followed this up with an email to Planning who stated they had not received the query and they subsequently issued a response requesting scale drawings before they can make a decision. Plans are with designer. Permitted development update sought from Durham County Council.
- b) Signatories and correspondence address for HSBC bank accounts have been updated.
- c) Letter sent to S. France, Durham County Council Planning in relation to the concerns raised pertaining to the development.
- d) The website has been updated with contact details for the clerk and changes to spelling errors on Healeyfield Parish Council titles in various places.
- e) Business email account will be set up by A-Byte- contact@healeyfieldparishcouncil.co.uk
- f) Heritage trail –

5. **AAP REPORT**

No report. Cllr O. Johnson advised there was a rewards ceremony celebrating setting up of AAP's – mid-Durham given award for community buildings and participation.

6. **CHAIR'S REPORT**

The Chair updated members of the following:

- a) Customer service from HSBC bank proved to be a poor experience at the Durham branch when attempting to make changes to the bank mandate. Changes were successfully made.

- b) Thanks were given to members who participated in the litter pick. 48 bags of rubbish were collected. Thanks for Durham County Council for supplying bags and to the Village Hall for providing hire free of charge. This was highlighted in the Northern Echo.
- c) Acknowledgement given to the previous clerk who upon receipt of a card sent to members.

7. COUNTY COUNCILLORS REPORT

Cllr O. Johnson advised the council are preparing to hold EU elections as it is a legal requirement to do so. Training currently ongoing and venues contacted, stationery connected with elections being prepared.

8 FINANCE

The financial report was **RESOLVED** as a true record.

EXPENDITURE - Cheques presented and **RESOLVED** for approval on 25 April 2019

CHQ No.	Date	Cost	VAT	Total (£)	Payee	Details
1605	25/4/19	446.90	89.38	536.28	J Beverage	Plants
1606	25/4/19	608.46		608.46	Zurich Municipal	Annual insurance premium 1/06/19-31/05/20
1607	25/4/19	228.70		228.70	County Durham Association of Local Councils	Subscription charge 2019-20
Total		1,284.06	89.38	1,373.44		

INCOME RECEIVED	
Community Account	4,200.00
Business Money Manager Bank	11,505.00
	15,552.00

LATEST BANK BALANCES

HSBC Business Money Manager Account	as at 11 Apr 19	£30,548.16
HSBC Community Account	as at 11 Apr 19	£8,267.15

BALANCES	
Balance Brought Forward	£38,815
Add Income	
Less Expenditure	£1,373.44
Less o/s cheques	£1,950.00
Balance Carried Forward	£35,491.87

The VAT reclaim for 2019-20 is currently £89.38. For information only.

9 CORRESPONDENCE

Correspondence received was discussed.

RESOLVED that:

- a) Respond to confirm donation of £300 for Summer Holiday Activities as previously committed to.
- b) Respond to Citizens Advice request for funding and advise it will kept on file until allocated donation consideration period of February 2020 meeting.

10 **HERITAGE TRAIL**

RESOLVED to organise Special Meeting to discuss this item further to be held on Tuesday 30 April.

11 **PLANNING MATTERS**

Consideration was given to the following planning applications:

- a) DM/19/01059/FPA – no comment.
- b) DRC/19/00151 Discharge of condition – no comment required information only.

RESOLVED to ascertain further details of the following developments:

- a) Front Street, Castleside circa October 2018 planning
- b) Sycamore Farm, Rowley

12 **CLERKS REPORT**

- a) The VAT reclaim is £1570.38 for 2018/19. This has to be done online.
- b) HMRC and pension information for the clerk still needs to be updated.
- c) Accounts finalised for end of financial year then audit will be arranged.
- d) Quotes received to date but will not resemble height of current tree. Members would prefer a tree with a height around 10ft- little change to what is currently there whilst obtaining value for money.
- (e) Request made to change finance system to improve accuracy and efficiency.

RESOLVED that:

- i) The auditor used in 2018 to be contacted to arrange audit of 2018-19 accounts.
- ii) To arrange quotations for larger Christmas tree in keeping with the size of the current tree.
- iii) To revamp the finance system and present accounts at meeting on 30 May 2019.

13 **MEMBERS REPORT**

a) **Feedback from Councillor Surgery**

a member has been approached by a resident fly tipping near property and the matter has been referred by Durham County Council to be pursued by them.

RESOLVED that contact is made pertaining to cameras arranged by mid Durham AAP are placed in locations habitually reported for fly tipping.

b) **Shotley Bridge Hospital**

No report circulated in members absence.

c) **Parish Benches**

Update circulated by email and discussed.

RESOLVED to remove chair 14 rather than repair as condition is deemed as extremely poor.

d) **Flower Tubs**

Chair thanked Cllr Forster for her work on the project, displays now starting to flower. A member raised that weeds are prevalent around newly installed Perspex bus stop.

RESOLVED to contact Clean and Green team at Durham County Council for assistance. Water bowser to be built and photographs taken and insurance informed with specification to confirm insurance requirements.

e) **WWI Heritage Project**

Special meeting will be held, date confirmed as 30/4/19.

f) **Consett Road**

RESOLVED that:

- i) Project to be deferred until after Heritage Project has been developed further.
- ii) Contact to be made with Highways regarding safety of damaged wall at 5 Consett Road.

f) Village Entrance Gates

Update circulated by email. Members informed of one quotation received to date. Additional quotes and clarification of VAT to be sought by Cllr Wallace who will be emailed in his absence to confirm this.

g) Parish woods sign replacement and access

Cllr A. Hird updated members on the issue. Chair raised the access concerns on public bridleway due to potential quad biking. Members suggested they may wish to explore restoration repairs and deterrents.

RESOLVED that:

- i) To reinstate sign in original location.
- ii) Formally express access concerns on public bridleway
- iii) To contact Durham County Council, Rights of Way Officer, to seek clarification on repairs and deterrents.

14 AGENDA ITEMS FOR NEXT MEETING

No items requested.

15 COUNCILLOR QUESTIONS

Members raised issue of possibly placing CCTV cameras within parish for fly tipping and dog fouling areas.

RESOLVED to explore the legality, practicality and cost of placing cameras in fixed locations.

16 DATE OF ANNUAL MEETING OF ELECTORS AND AGM

Thursday 30 May at 7pm – Electors, AGM 7.15pm. Apologies received from Cllr. J. Robson.

RESOLVED to accept apologies in advance due to holiday.

17 DATE OF NEXT ORDINARY MEETING

Thursday 30 May at 7pm.

18 CONFIDENTIAL ITEMS

Chair raised one item which is press and public excluded as item is pertaining to employee issues.

Conclusion of Meeting at 8.35pm

Signed Chair of the Council