**THE MINUTES OF THE ORDINARY MEETING OF**

**THE HEALEYFIELD PARISH COUNCIL**

**HELD ON THURSDAY 25 JULY 2019**

**Present:**

Councillor A. Pearson (Chair)

Councillors D. Dixon, A. Hird, J. Forster, J. Robson, K. Spencer, A. Wallace

County Councillor O. Johnson

J Coates (Clerk and Responsible Financial Officer),

1. **APOLOGIES FOR ABSENCE** - County Councillor J. Considine

2. **DECLARATIONS OF INTEREST**

* Item 9 (donation request) - Cllrs J. Forster, K. Spencer, J. Robson and A. Wallace
* Item 12 - Cllr A. Pearson
* Item 15 Cllr D. Dixon

3. **PUBLIC PARTICIPATION**

None.

4 **MINUTES OF PREVIOUS MEETING**

**RESOLVED** minutes Ordinary Meeting on 27 June and Special Meeting on 8 July as a true record.

Matters requiring update:

1. Cheque 1600, detailed on the audit feedback as being old has now been cashed.
2. Durham County Council, Planning, have not responded to repeated correspondence regarding the WWI Heritage Trail Lectern citing. Cllr. O. Johnson has requested the information to look into this further.
3. Lloyds Bank account has been opened and the Clerk is now in receipt of the cheque book.
4. Further arrangements to be made with Lloyds Bank regarding savings account.
5. Meeting with Highways and Durham Constabulary will be discussed under item 6.

5. **AAP REPORT**

No reports received from AAP.

Cllr A Wallace advised that there was a community event at Castleside Primary School on 26 September 2019 which was advertised by AAP.

Cllr O. Johnson provided brief update on Mid Durham AAP, advising that individuals can request a meeting pertaining to the community grant to access funding where appropriate.

**RESOLVED** that the Clerk to request report for future meetings and establish point of contact.

6 **CHAIR’S REPORT**

The Chair updated members of the following:

1. There was a meeting on Monday 22 July with M. McIntosh (Durham County Council) and M. Stubbs (Traffic Management Officerm Durham Constabulary) where members expressed a number of road safety concerns in the Castleside Area. The meeting was deemed productive to review the aforementioned safety concerns in the Parish. It was noted that Rowley speed limit could not be lowered to 40 mph. Further to the meeting, correspondence was received from M. Stubbs and the Action Points are listed under item 9.
2. Best wishes to D Dixon who is undergoing treatment.

7. **COUNTY COUNCILLORS REPORT**

Cllr O. Johnson provided a brief update on the following:

* Medium Term financial plan – Durham County Council are still making savings to budgets.
* Front line services may be affected in future budgets. Reductions in staffing have already been made to the back office and the digitisation agenda to streamline processes is being developed with Oracle finance system however this system is under review.
* There is a public running event this evening in Durham.
* Lumiere is 10 years this year- display 10 most popular lighting events as a celebration.
* The Velo North event is not going ahead as the company running the event had not received enough entrants. It was noted that analysis has highlighted that the route may have been too difficult. Durham County Council funds have been spent on advertising the event only.

Cllr D. Dixon provided an update regarding the unsafe garage on Drover Terrace which was now been removed and thanked Cllr. Johnson, Cllr J. Considine and the Clerk for assisting with this issue.

8 **FINANCE**

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

**EXPENDITURE -** Cheques presented and **RESOLVED** for approval.

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| --- | --- | --- | --- | --- | --- |
| **CHQ No.** | **Net Amount** | **VAT** | **Gross Amount** | **Payee** | **Details** |
| 1617 | £277.78 |  | £277.78 | J. Coates | Salary July |
| 1617 | £13.50 |  | £13.50 | J. Coates | Mileage x 2 meetings |
| 1617 | £2.91 | £0.58 | £3.49 | J. Coates | Monthly printing subscription |
| 1618 | £69.60 |  | £69.60 | HMRC | Income tax on Clerk's salary |
| 1619 | £300.00 |  | £300.00 | Durham County Council | Summer Holiday Programme |
| 1620 | 470.00 | £94.00 | £564.00 | RB & Tree | Grass cutting |
| 1621 | 2,357.50 | £471.50 | £2,829.00 | Durham County Council |  |
| **Total** | **£3,490.89** | **£566.08** | **£4,057.37** |  |  |

**LATEST BANK BALANCES**

HSBC Business Money Manager Account as at 11 July 2019 £27,041.01

HSBC Community Account as at 11 July 2019 £7,424.56

|  |  |
| --- | --- |
| **BALANCES** |  |
| Balance Brought Forward | £30,135.28 |
| Add Income |  |
| Less Expenditure – 27/06/19 | £4,057.37 |
| Less o/s cheques | £273.12 |
| **Balance Carried Forward** | **£30,135.08** |

The VAT reclaim for 2019-20 is currently £656.04. For information only.

Cllr O. Johnson stated the presented accounts were much clearer to follow than in previous years.

**RESOLVED** to transfer funds from HSBC accounts to new Lloyds Bank account once cheques have been presented – to be checked on 11 August bank statements.

9  **CORRESPONDENCE**

1. Correspondence received from Lanchester Parish Council regarding their Neighbourhood Plan. Cllr O. Johnson advised it was a statutory requirement to inform neighboring Parishes. Comments can be made personally through the website or formally in writing to the Clerk.
2. Request received from WI for £300.00 donation. It was noted that requests for donations are usually considered in February and other requests have been deferred to then. Cllr O. Johnson suggested the WI are signposted to the AAP small grants fund in the meantime.
3. A detailed email was received from M Stubbs, Durham Constabulary regarding road safety concerns. To summarise, the following action points were confirmed:

* Police to consider if more enforcement can be undertaken on A68 Castleside.
* DCC to undertake new 7 day Speed Survey on A692 near to industrial estate in September so current speed profiles and possible actions can be considered further.
* Arrangements to be made to have branches cut back so that speed visor can be seen on A68 northbound.
* DCC/Police review of double solid white lines on A68 between county boundary and Rowley crossroads to ascertain if they can be extended especially around the church area at Rowley.
* DCC/Police review of condition/appropriateness of signs on route.
* DCC to be requested to review vegetation along the A68 footpath to improve pedestrian safety.
* Lee Mowbray DCC to be requested to review parking at junctions along A692 with a view to introducing either white keep clears or yellow lines for about a car and a half length either side of junctions as a balanced response to all aspects of parking.
* Police to consider enforcement of weight limit on Drover Road.

**RESOLVED** that

1. Response is issued to the WI of the Parish Council’s policy for donation requests and provide information on AAP small grants fund.
2. Sufficient time is allowed for road safety action points to be implemented.

10  **PLANNING MATTERS**

Consideration was given to the following planning application by email on 3 July 2019, as it falls outside of the timeframe to be discussed at an Ordinary meeting:

a) DM/19/01712/FPA

**RESOLVED** to issue no comment.

11 **CLERKS REPORT**

1. One quote has been received for a new large Christmas tree – to be emailed to members.
2. Other updates have been discussed above.

12 **NEWSLETTER PROOFING**

Preparation to the newsletter finalised and the newsletter will be published in due course.

13 **AUTUMN FESTIVAL**

Arrangements finalised – posters will be distributed. Information will be posted on social media.

**RESOLVED** to contact Village Hall Committee regarding possible custodianship of trophies held from historic Castleside Shows, in order to allow these to be displayed at the Autumn Festival.

14 **BLOOM INITIATIVE**

Northumbria in Bloom - members in favour of making entry enquiry to find out process.

**RESOLVED** to submit competition entry enquiry – update to be provided in September.

15 **ETHICAL PARTNERSHIP**

Cllr D. Dixon discussed school field land West of A68 adjacent to Waterside Road which is proposed land to be used for self-build affordable houses. No houses have been built for 50 years. Bus services are frequent from the aforementioned land. Parish Council to be consulted properly and Ethical Partnership will carry out formal consultation.

16 **MEMBERS REPORTS**

1. **Feedback from Councillor Surgery**

None.

1. **Shotley Bridge Hospital**

Feedback provided from the meeting on 24 July 2019. No firm decisions made and with a change of Prime Minister and NHS Minister, things could change again regarding funding.

1. **Parish Benches**

Report circulated by Cllr A. Wallace, including full condition of each bench. Three benches identified as a priority to be repair, one bench to be replaced. AW to coordinate quotations over the summer. Budget is £1000.

1. **WWI Heritage Project**

Awaiting response from Durham County Council, Planning, to seek advice on erecting portable structure in wooden tubs that do not encroach on the Highways verge.

1. **Village Entrance Gates**

Update provided by Cllr A. Wallace. The contractor is on schedule to complete the works on time and is meeting the works specification.

**RESOLVED** that:

1. Payment be raised upon completion in line with the agreed quotation, as there is no further meeting until September.
2. Future works include a contingency of 15% in the event of complications being apparent at a later date
3. **Parish woods sign replacement and access**

**RESOLVED** to contact Cllr J. Considine/Durham County Council Rights of Way to expedite their assistance with the quad biking problem at the entrance the Parish Wood. They were working with the land owners to provide a solution which will be monitored.

15 **AGENDA ITEMS FOR NEXT MEETING**

1. Amendment to Standing Orders - regarding issuing the meeting agendas with 7 working days’ notice.
2. Remembrance 2019 - i) Tea Dance ii) Sunday Parade
3. Bat boxes under Parish Wood Members Report

16 **COUNCILLOR QUESTIONS**

None.

17 **DATE OF NEXT ORDINARY MEETING**

Thursday 26 September 2019 at 7.00pm at Castleside Village Hall.

18 **CONFIDENTIAL ITEMS**

Chair raised one item which is press and public excluded.

**Conclusion of Meeting at 8.45pm**

Signed …………………………. Chair of the Council