**THE MINUTES OF THE ORDINARY MEETING OF**

**THE HEALEYFIELD PARISH COUNCIL**

**HELD ON THURSDAY 28 NOVEMBER 2019**

**Present:**

Councillor A. Pearson (Chair)

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

J Coates (Clerk and Responsible Financial Officer

1. **Apologies for Absence**

Cllr O. Johnson and Cllr. J. Considine

1. **Declarations of Interest**

None.

1. **Public Participation**

None.

1. **Minutes of previous meeting**

**RESOLV ED** minutes of Ordinary Meeting held on 31 October 2019 as a true record.

Matters arising:

* Ethical Partnership have not acknowledged response to their letter
* CDALC have confirmed there are no restrictions on the Alf Addison donation, the Parish Council may choose to spend this as they see fit.
1. **AAP Reports**

None received.

1. **Chair’s Report**
* Tea Dance on 4 November went well, around 45 attended. Chair passed his thanks to members.
* Remembrance Service was very successful, Army Cadets have expressed an interest to attend next year. Sound system was very good. Chair sent email thanking participants.
* Switch-on of Christmas Lights took place this evening and was well attended. In excess of 100 attendees. Cllr J. Forster mentioned it was difficult to see the Order of Service booklets due to dark conditions, this can be reviewed.
* Resignation received from Clerk, giving 3 months’ notice.

It was **RESOLVED** that:

1. Advert to go out 3 January 2020
2. Closing date 24 January 2020
3. Interviews 30 January 2020
4. **County Councillors Report**

Received from J. Considine by email and circulated to members by email:

**Winter road Maintenance**

Lots of questions coming in from residents around winter maintenance and many requests can be logged online via the do it Online service but in addition there is lots of live information on the council website:

* Today’s gritting plans – Our online system utilises live tracking from our fleet of gritters to provide an actual view of the priority network being gritted countywide.  In addition, information is provided to advise which roads we plan to grit and which roads have been gritted on a daily basis. <http://www.durham.gov.uk/gritting>
* Winter Service Gritting Routes – map detailing the routes which will be gritted. <http://www.durham.gov.uk/winterroads>
* Road Closures – up to date information relating to all unplanned temporary road closures across the county. <http://www.durham.gov.uk/article/1946/Unplanned-temporary-road-closures>
* Weather station cameras - We have several weather station cameras next to roads in the county. You can use them to see what the weather and traffic is like on those roads. <http://www.durham.gov.uk/article/4529/Road-weather-station-cameras>
* Social Media – we use social media, such as Facebook and Twitter, to communicate with our residents and visitors. <http://www.durham.gov.uk/socialmedia>
* Winter Service Policy – details the service levels of where and when the Council will provide Winter Service.  <http://www.durham.gov.uk/media/22589/Winter-Service-Policy-2018/pdf/WinterServicePolicyOct2018.pdf?m=636740735425870000>

**Christmas bins**

The website will be the place to check for changes to Christmas bin dates and residents can check their dates here <http://mydurham.durham.gov.uk/article/12689/My-Durham-search> Normally unless bins are scheduled to be picked up on a bank holiday there will be no change.

**Purdah**

We’re still in Purdah so the rules apply about our neighbourhood budgets etc and will be lifted following the election.

**Remembrance thanks**

Lastly, just a thank you for a lovely remembrance service. It’s always a special one and fabulous setting.

1. **Finance**
2. Accounts for Payment

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

**EXPENDITURE -** Cheques presented and **RESOLVED** for approval except for:

Chq 1641 Appeal – filed late due to meeting 30/09/19 in August and immediately dispatch cheque to avoid further charges being incurred.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHQ No.** | **Net Amount****£** | **VAT** **£** | **Gross Amount** **£** | **Payee** | **Details** |
| 1637 | 287.24 | 0.58 | 287.82 | J. Coates | Clerk’s Salary, expenses |
| 1638 | 3.80 | 0.76 | 4.56 | A-Byte Computer Solutions  | Email subscription |
| 1639 | 320.00 | 64.00 | 384.00 | Beacon TM Ltd | Road Closure provider  |
| 1640 | 50.00 | 0.00 | 50.00 | Cecil Milburn | Music for Tea Dance  |
| 1641 | 100.00 | 0.00 | 100.00 | HMRC | Late submission fee |
| 1642 | 9,000 | 0.00 | 9,000 | HPC Lloyds account | Funds transfer |
| 1643 | 9,000 | 0.00 | 9,000 | HPC Lloyds account | Funds transfer |
| **Total** | **18,761.04** | **65.34** | **18,826.38** |  |  |

1. Account balances summary update

**LATEST BANK BALANCES**

HSBC Business Money Manager Account as at 11 November 2019 £22,054.49

 HSBC Community Account as at 11 November 2019 £5,272.65

Current balance of Lloyds Bank as at 25 November 2019

£433.48

It was **RESOVLED** to:

Transfer balances from HSBC accounts to Lloyds Bank account.

1. **Correspondence**

Letter received from GAP requesting cameras are placed in the Parish Woods to capture wildlife and support students with additional needs.

It was **RESOLVED** that:

* The Parish Council confirm that cameras may be used
* GAP must confirm they are complaint and adhere to GDPR regulations
* GAP responsible for Risk Assessment and Risk Management
* The findings are presented to the Parish Council at the end of the programme
1. **Planning Matters**

No items for planning.

1. **Clerk’s Report**

Covered in Matters Arising (4) and Finance (8)

1. **VE Day 2020**

Plans for the weekend events and estimated costings submitted by Cllr Spencer, discussed with Members.

It was **RESOLVED** that:

* The event will run on the Friday, Saturday and Sunday (8-10 May 2020)
* An extraordinary meeting will be arranged to discuss the weekend in early 2020
* Budget for the event will be £1100.
1. **Lloyds Bank Compensation**

It was **RESOLVED** that:

* To use the funds to commemorate previous Honorary Freeman of Healeyfield Parish Council with a plaque displayed at Castleside Village Hall, subject to Village Hall Committee.
1. **Heritage Preservation Fund**

Due to lack of information about this Fund, it was **RESOLVED** to move forward to next year.

1. **Castleside Village Hall**

Concerns were raised regarding the cleanliness of the Village Hall at the tea dance on 4 November. Cllr Wallace liaised with the Committee and feedback was received that the hall had not been booked therefore they were not expecting an event. It was noted that the booking system makes the process of booking the hall difficult. An electronic booking system would be useful to user groups. Cllr Hird will raise the issue with the Village Hall.

1. **Budget Setting 2020/21**

It was **RESOVLED** to:

1. Maintain current precept level plus inflation and recommended increase to clerk’s salary cost centre, recommended as a 3% flat increase to 2019-20 by CDALC. This will represent a precept of £11,850, which equates to £22.64 for a Band D resident, an increase of 64p per annum.
2. Draft budget to be presented at January meeting
3. Cost centres to be streamlined to reduce administration
4. **Members Reports**
5. Feedback from Councillor’s Surgery

No update.

1. Shotley Bridge Hospital

No update.

1. Parish Benches

Cllr Wallace report to be circulated by email.

1. WW1 Heritage Project

Emerald Architects dealing with Planning Permission on behalf of the Parish Council.

Additional advice to be sought on sighting of signposts from Durham County Council.

1. **Agenda Items for Next Meeting**

Heritage Fund

Budget

VE Day (standing)

Consett Road

1. **Councillor Questions – information only**

None.

1. **Date of the next Ordinary Meeting**

Thursday 30 January 2020 commencing at 7.00pm at Castleside Village Hall.

That pursuant to the Public Bodies (Admission to Meetings) Act 1960 s.1(2) that the public be excluded for the remainder of the meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed.

1. **Confidential items**

None.

**Conclusion of Meeting at 9.15pm**

Signed …………………………. Cllr Pearson of the Council