

**THE MINUTES OF THE ORDINARY MEETING OF**

**THE HEALEYFIELD PARISH COUNCIL**

**HELD ONLINE THURSDAY 24 SEPTEMBER 2020**

**Present:**

Councillor A. Pearson (Chair)

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

Councillor J. Considine

L. Standish (Clerk and Responsible Financial Officer)

1. Apologies for Absence

Cllr. O Johnson

1. Declarations of Interest

None

1. Public Participation

None

1. Confirm Minutes Ordinary Meeting held on 27 August 2020 and any matter requiring an update only.

**RESOLVED** that minutes of the Ordinary Meeting held on 27 August 2020 were accepted as a true and correct record.

1. The matter of names being recorded in parish minutes was raised. It was **AGREED** that naming councillors during in minutes is used for referencing. Names will not be recorded when carrying out votes or ballots.
2. Chairman’s Report

Cllr. J Considine is chasing the well and there is a possibility to apply for a £400 APP Grant, there is also a possibility that the repairs can be added to Durham County Councils list of jobs when funding becomes available. This will be investigated and updates will be available at next month’s meeting.

The Chair thanked everyone involved in the Scarecrow event. There were 9 entries and the winners will be announced in the next newsletter and the website updated. The joint winners’ names will be engraved on the cup and shared equally over the coming year. It was agreed that next year’s event needs to be publicised earlier.

1. Correspondence

Email to inform the parish that the internal fencing around the NWL site at Castleside is being altered.

Email from Journey Enterprises requesting if they can advertise or contribute a small article regarding the services their charity runs locally. The parish council cannot advertise for Charities (Local Government Act 1972, clerk to obtain more information, can only do it if it benefits the community.

Email from MP Richard Holden advising that he will be unable to attend Remembrance Sunday but may be available for the Christmas tree switch on, but he not be able to confirm until nearer the time.

Letter: A freedom of information request was received, to which The Chair has responded to directly **RESOLVED**

1. Finance

1) Accounts for Payment

Total expenses £682.53, which includes an agreed donation of £270 towards the floodlights at Castleside Village Hall carpark and salaries are higher due to the agreed backdated 2.75% pay award from 1 April **AGREED**

2) Account balances summary update

The current Lloyds bank statement balance is £31,276.69 less the unpaid outstanding cheques gives the parish council a current balance of £29,123.19 **AGREED**

 3) Lloyds Bank Mandates

The clerks address details were incorrect, the mandate has been returned to The Chair with the correct details.

1. Clerk’s Report

The clerk has contacted The Property Management Team at Durham County Council on numerous occasions, chasing the erection of the sign on Hownsgill Viaduct. The last reply was 18 September advising that Confirmation was required from the line manager.

There is no update from Durham police regarding the deployment of the mobile safety van, which was due to be carried out by the end of September.

The handyman at Lanchester does not wish to take on any further duties at present, the name of the person who waters their hanging baskets was obtained. Clerk to obtain quotes for planting and watering winter tubs.

There have been no further applications for the vacancy of parish councillor, an advert has been placed on the website.

The website has been updated with upcoming events, the photograph on the newsletters has been updated, as requested. The financial reports have been updated, so they are easier to read on mobile devices.

Letters were forwarded to St John’s church regarding the churchyard, pyramid and tree for the upcoming events. A letter forwarded to the village hall with the donation from the parish.

1. Cllr J Considine - Durham County Council Update

The CCTV pole is still live, Northern Power Grid need to disconnect before being able to remove it.

Remembrance Sunday may not go ahead but the road closure request is in hand

The main change is the Durham Together Hub, staff have been briefed and trained on local restrictions. The information is to go on the website and on noticeboards

Most of the council meetings have been running through the pandemic, using Teams. There have been no full council meetings since March, there will be one in October

Projects for the neighbourhood budget need to be discussed and put forward, the form needs to be completed.

AEP are doing a lot of work based around the second wave, there is £123,000 funding in place for the mid Durham area. There is £20,000 in place for community groups.

1. Parish Paths & Woods Review

A lot of trees have blown over and are leaning against other trees, most are deep in the woods but others need cutting up to be left to rot. It was agreed that the parish council have more of a moral responsibility rather than a legal liability to maintain the public footpaths and can spend funds to maintain them.

The gravel path, next to the min path, along Church Street needs reporting to Durham County Council and repairing. Cllrs are to meet 1 week to 10 days to agree a strategy and obtain prices for repairs, to include a pinch point on one of the paths in the woods that may need gravel due to drainage problems. The repair details will then be presented to Durham County Council for approval. The parish council could apply for the available funding for the repairs to the paths and the clearing of the trees. There was a discussion as to whether Durham County Council could build another bridge in the woods or if this could be included in the funding application. Cllrs A Pearson, A Hird and A Wallace to visit the area and prepare to apply for a grant, now is the time to apply as the applications need to be forwarded to Durham County Council and approved by December.

1. Parish Benches – update

Feedback was received from Briary regarding the benches under repair since spring. They have now visited the site and commenced repairs. Preparations on benches 8, 17 and 18 are being assessed to obtain quotes for repairs.

1. Secure Storage

There 5 empty blocks on the garage site, at the end of Drover Terrace. The chair has applied for a £60 per year plot lease, we need to erect our which would be own structure, which would be approximately £1000, i.e. a pre-cast concrete garage. The chair is still awaiting a response for 14 days, from Durham County Council. Cllr Wallace enquired if there would be any available space on Cllr Dixon’s land for a 20ft container, to be used as storage. Cllr Dixon will look in to this as there is a waiting list for renting space.

1. Upcoming Events:

There has been no reply from St Johns church after writing regarding the use of the pyramid, church yard and tree. The application for road closures has been received at Durham County Council and Beacon Traffic Management are providing the same service at the same cost as last year.

1. Remembrance Sunday, Service and Parade

(i) Some parish councils are not inviting the public at all but having a time slot during the day where those who normally lay wreaths are invited to attend

(ii) A ticket process where parish councils normally have large numbers attend, i.e. via Eventrbrite,

which would cap the number of people attending. A number of tickets would need to be held back for officials attending.

The following was AGREED:

* Full details to be advertised in the next issue of the newsletter, there will only be a small service and advise there is limited capacity due to COVID
* Cllrs are to marshal the attendees and social distance posters displayed
* Forgo the parade, pipers, no singing and if vulnerable consider not attending
* Have limited representatives only around the memorial, either by invite or request only, for safety reasons.
* Others to stand in the old graveyard and pay respects or lay poppies later. The new graveyard is to be used as an overflow
* Broadcast the service
* Carry out a full risk assessment
* Wear face masks, adhere to social distancing and number of attendees limited
* A possible one-way system based around visiting the memorial or a wait system to exit the memorial, to be marshalled by Cllrs
* check website as things may change

The pyramid and net need a vehicle and hoist and erect. Cllr Dixon is to investigate if he has any available equipment and workers to put them in place. Cllr Robson is to coordinate installation and the chair is to put a plan together after completing risk assessment.

1. Christmas Tree ‘Switch on’

There is a section of the lights that did not light up, the first 10 metres of the 30-metre length, a replacement section was sent from the supplier. They need to be tested; the chair has another set that work. The connection to the church failed the PAT test, the cable is not an outdoor cable. Cllr Hird is to seek advice regarding the PAT testing.

The following was AGREED:

* No body stood at the road side (A68), Cllr’s to be there to move the guide the public back.
* A limited number only admitted to church garden for the switch on.
* No singing or choir
* A word of welcome address from the chair, the MP may be attending and can make a speech before switching on the lights.
* The event can be recorded and put on the community Facebook page and YouTube
* Play a recording of carols.
* A maximum of 30 people to be permitted in to the grounds,
* A risk assessment to be carried out
* No going in to the church afterwards and no mince pies.
1. The Murphy Family and Morris Family were this year’s joint winners, both families have given consent to publish their names with regards to GDPR
2. Pump House

The pump house was reported to Northumbria Water as a blight to our area and requested that it either be removed or repaired. If it was to be removed could the parish council rent the lad for storage. It has been confirmed that the pump house is no longer in use and will be removed, along with the fencing. Our application to use the plot for storage has been declined as it is a protected Blue Diamond Site.

1. Shotley Bridge

Cllr Spencer advised that there was a meeting with Shotley Bridge Support Group and Clinical Commissioning Group, two items were on the agenda:

* Location of the hospital.

(i) Black Vine, the old school.

(ii) The Old English Martyrs, at Leadgate.

(ii) The land near Starbucks

Cllr Spencer preferred Consett, the issue of traffic at this site will be addressed by the council

* Clinical Model, the services to be provided.

The preference was made to be the same services as at Shotley Hospital. A 24-bed option may be available, day surgery, well man & women clinics, pain and outpatients’ clinics and urgent care along with many more services. This is going out for public consultation June 2021, to complete the full business case Autumn 2021, construction starts early 2022 and completion due summer/autumn 2023

Our MP has visited and is carrying out a survey of the services needed, which is completely separate from the CCG and National Health Service. Some cllrs favoured the site to be at Leadgate whilst others favoured the site near Starbucks.

1. CCTV/Design & Print

Cllr J Considine gave update earlier, once removed Design & Print will install the information board.

Clerk to forward Emerald Architects plans to Design & Print and update them on the removal of the CCTV pole

1. Village Hall Refurbishment

Request for funding, a donation has been approved and processed **RESOLVED**

Cllr A Hird attended a meeting with the Village Hall Committee, all the photographs may not be able to be put up as the ceilings have been lowered. The parish council will work in consultation with the village hall when reinstalling the photographs.

1. Insurance for 2021

Warnley Burn is a water course in the parish wood only and refers to land owned by the parish and not streams and rivers within the parish council.

1. Service Providers

It was suggested to place an advertisement in the next newsletter requesting any service providers to contact the parish council. It was **AGREED** that suppliers will be contacted at the time of requirement and at least 3 quotations obtained, due to 10.3 of the Regulations to obtain value for money at all times.

SUSPEND STANDING ORDER TO EXTEND MEETING DUE TO OUTSTANDING ITEMS ON THE AGENDA **AGREED**

1. Drone Footage

Cllr Wallace has been unsuccessful with contacting a gentleman in the village. Another gentleman has footage of the village and Cllr Wallace will approach him to see if he is available to make some footage of the village or if he can share his current footage.

1. Consett Road

The suggestions were:

* 2020 COVID related, coloured resin and inset in sections with some reminder of this year, i.e. 75 VE Day, NHS, etc.
* Tarmac, either red or black

It was **AGREED** that the full length be black tarmac and 2 planters to be placed either side at the wider section, as this would be more serviceable and last longer. This area is owned by Durham County Council and permission would need to be sought.

1. Newsletters

A-Byte suggested that the newsletters be reduced to 7mb in order to upload copies to the website. Cllr A Pearson to forward a copy to the clerk.

Jacki Metcalfe, at Consett Police, provided an email address for anyone interested in volunteering to join the community speed watch team – Jacki.Metcalfe@durham.pnn.police.uk

Cllrs to collate a newsletter to go out the beginning of November, to be no more than 12 pages and information to be submitted by 11 October. Items from this meeting to be included.

1. Parking Restrictions in the village

Cllr Hird advised that the parish met with Durham County Council Highways last July with regards to road markings and a review of parking restrictions and double yellow lines. They were going to carry out a survey and come back to us but nobody has. There has been an accident and near misses and only some renewed some road markings. The chair advised that they did review and did reply regarding Rowley bank but didn’t mention Rowland crescent, Drover Road or Wesley Terrace.

Clerk to write to Durham County Council to highlight that they met with the parish a year gone July and they committed to review the junctions of Rowland Crescent, Drover Road and Wesley Terrace with the A692 and we require information on any further action taken or can take. Cllr Pearson to forward a photograph of the obscured view to the clerk and inform them that there has been an accident at the junction of Drover Road. Cllr Considine to forward an alternative contact as well.

1. Grant Applications

Cllr Wallace to make a schedule for October or November meetings

1. Date of the next Ordinary Meeting

Thursday 29 October at 7pm via Zoom

Items to be discussed:

1. Planting of winter flower tubs

12. Confidential items

None

# Conclusion of Meeting at 9:25pm

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