

**THE MINUTES OF THE ANNUAL GENERAL MEETING OF  
THE HEALEYFIELD PARISH COUNCIL  
HELD ON THURSDAY 30 MAY 2019**

**Present:**

Councillor A. Pearson (Chair)

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

Also Present:

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

**1. APOLOGIES**

Cllr K. Spencer (due to holiday), Cllr J. Robson (due to holiday), County Cllr O. Johnson.  
It was **RESOLVED** to accept the apologies.

**2. APPOINTMENT OF CHAIR**

It was **RESOLVED** that Councillor A. Pearson be hereby appointed Chair for the ensuing municipal year ending May 2020. The declaration of acceptance of office was signed.

**3. APPOINTMENT OF VICE CHAIR**

It was **RESOLVED** that Councillor J Robson be hereby appointed as Vice Chair for the ensuing municipal year ending May 2020.

**4. CODE OF CONDUCT FOR PARISH COUNCILLORS**

All councillors signed the code of conduct in July 2018 and it will be reviewed again in July 2019.

**5. CONFIRM MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 26 APRIL 2018**

The minutes of the previous Annual General Meeting held on 26 April 2018 were **RESOLVED** as a true record.

**6. CONFIRM MINUTES OF THE ORDINARY MEETING HELD ON 28 MARCH 2019**

The minutes of the previous Ordinary meeting held on 28 March 2019 were **RESOLVED** as a true record.

**7. CONFIRM MINUTES OF THE ORDINARY MEETING HELD ON 25 APRIL 2019**

The minutes of the previous Ordinary meeting held on 25 April 2019 were **RESOLVED** as a true record.

**8. APPOINTMENT of REPRESENTATIVES to OUTSIDE BODIES & COMMITTEES**

- a) Mid Durham Parish Council Committee – Chair, Vice Chair and Clerk.
- b) Annual meeting of CDALC – Chair, vice Chair and Clerk.
- c) Castleside and District Community Association – Cllr Hird.
- d) Shotley Bridge Hospital Support Group – Cllr Spencer.
- e) Parish Wood Committee – full council.
- f) Smaller Councils Meeting – Clerk.

**9. STANDING ORDERS**

It was **RESOLVED** that the Standing Orders are accepted without any changes.

**10. FINANCIAL REGULATIONS**

It was **RESOLVED** that the Financial Regulations are accepted without any changes.

**11. ASSET REGISTEER**

It was **RESOLVED** that the new changes to the asset register were adopted. A copy of the updated register will be distributed to Members at a later date.

**12. ANNUAL GOVERNANCE STATEMENT**

- a) The certificate of exemption was NOT signed.
- b) Section 1 was NOT completed by the parish council and signed by the Chair and Clerk.
- c) It was **RESOLVED** that these would be completed at the next meeting.

**13. FINANCE**

- a) The unaudited Statement of Accounts for 2018/19 was accepted.
- b) April and May's financial reports were **RESOLVED** as a true record.
- c) It was **RESOLVED** to continue open a new bank account with Lloyds Bank and close HSBC accounts. Investigation will be carried out to identify financial benefits of opening a new savings account and reported back at the next meeting.
- d) It was **RESOLVED** to continue with Zurich as the insurers.
- e) A new internal auditor will be confirmed by Cllr Robson and they will receive the books to review 2018/19 accounts.

**14. SUBSCRIPTIONS**

- a) It was **RESOLVED** to continue SLCC membership.
- b) It was **RESOLVED** to continue membership with County Durham Association of local Councils (CDALC).

**15. DONATIONS**

It was **RESOLVED** to consider donations once a year in February. In event of an urgent request being received each case would be dealt with individually.

**16. GRASS CUTTING**

It was **RESOLVED** to continue with RB and Tree and the current contractor for 2019/20 In view of the level of service and competitive price provided by the contractor who cut the grass in 2018/19.

**17. COMPLAINT PROCEDURE**

It was **RESOLVED** that the Complaint Procedure is accepted without any changes.

**18. PUBLICATION POLICY**

It was **RESOLVED** that the Publication Procedure is accepted without any changes.

**19. MEETING DATES FOR 2019/20**

Meetings will be held on the last Thursday of the month with no meeting in August or December. Dates are 30 May; 27 June; 25 July, 26 September, 31 October, 28 November 2019 and 30 January, 27 February 26 March 2020.

**20. VE DAY 75 COMMEMORATIONS – 8 MAY 2020**

Information was provided in advance to Members in order to bring to their attention. It was **RESOLVED** to defer the item to the next meeting.

**21. A68 CONCERNS**

Email has been received from members of the public regarding accidents and safety concerns. Cllr. J. Considine suggested Maxine Stubbs (Durham Constabulary) and Michelle McIntosh (Highways) to be invited for a site visit to discuss concerns further and present findings at a meeting at a later date. Speeding concerns were also raised on Consett Road. This matter will also be raised at the same time.

**22. MEMBERS REPORTS**

- a) WWI Heritage project  
No report presented.
- b) The siting of a WWI memorial seat at the crossroads needs to be investigated with Highways.  
No report presented.
- c) Parish Benches  
It was **RESOLVED** to arrange a condition survey for benches at Whitehall Picnic Site. – Cllr A. Wallace to organise.
- d) Flower Tubs  
Update from Cllr. Forster, most of tubs are out in the village and work is still ongoing to complete the remainder. The Chair thanked Cllr Forster for her work on this project.
- e) WWI Heritage Project  
The Infographic proposed for Wharnley Way has proved difficult to obtain planning consent as Highways Team proposed an objection, as traffic sign compliance would preclude the erection of any sign on an area identified of a Highway verge.  
It was **RESOLVED** to explore an alternative site at the crossroads at Castleside, inside St John’s Church Grounds. This would require Church approval and a Faculty application with the Dicoese. Cllr Pearson will liaise with Church.
- f) Village Entrance Gates  
Four quotation were sought and two contractors provided costs. No other quotes from other contractors have been received.  
It was **RESOLVED** to accept the lowest quote.
- g) Parish Woods sign replacement and access  
Concerns raised again in relation to quad biking activity. To be followed up with DCC, Cllr Considine has requested to be copied into correspondence. Suggestions made to replace sign in keeping with current sign or replace with larger sign. Suggested to additionally to relocate existing sign at alternative location in woodland.  
It was **RESOLVED** to reinstate in current location.

The Clerks report was also included under this agenda item and updates provided to Members.

**23. AGENDA ITEMS FOR THE NEXT MEETING**

Cllr. Wallace asked about the newsletter.  
It was **RESOLVED** to defer this item until a later meeting date.

**24. COUNCILLOR QUESTIONS – FOR INFORMATION ONLY**

Cllr. Wallace raised damage to the bus stop at the Horse and Groom pub opposite Park Terrace.

**25. DATE OF THE NEXT ORDINARY MEETING – THURSDAY 27 JUNE 2019 AT 7PM.**

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.

**26. CONFIDENTIAL ITEMS**

There were no items raised.

The meeting closed at 9.30pm

Signed.....  
**Chair of the Parish Council**

Date .....