

**THE MINUTES OF THE ORDINARY MEETING OF**

**THE HEALEYFIELD PARISH COUNCIL**

**HELD THURSDAY 27th APRIL 2023**

**Present:** Cllr. A Pearson (Chair)

Cllr. J Robson, Cllr. A Wallace, Cllr. W Todd, Cllr. A Hird

Cllr. K Spencer, Cllr. D Dixon

County Cllr D. Oliver

Mr. I Robson (Clerk)

The Chairman opened the meeting at 7.01 p.m.

1. **Apologies for Absence**

County Cllr M McGaun

1. **Declarations of Interest**

None

1. **Agree minutes of the previous meeting**

It was **Resolved** that minutes of the ordinary meeting held on 30th March 2023 be accepted as a true and correct record.

1. **Public Participation**

None

1. **Chair’s Report**

The Chair thanked everyone who helped organise, and those who took part in, the Litter Pick held on the 16th April. The event saw a good number of residents turn up to help. The School field seemed to have accumulated the largest amount of litter from the areas visited, and it was necessary to contact Durham County Council for specialist attention for specific areas and materials.

1. **County Councillor Report**

County Cllr. Oliver updated the meeting on the following:

* Hownsgill Incinerator – pending final appeal from the applicant. Expected by 26th June 2023.
* Police Statistics – Spoke to the Neighbourhood Police Sergeant about statistics for the area.
* Overhanging Branches on A68 – Not addressed yet.
* Consett Road verge – change in Highway Services teams – new team investigating.
* Worn Speed Signs & Road Fencing – being progressed.
* Visited local wood and met Woodland Trust representatives.

1. **Correspondence**
   1. Email – Resident

Dead Moles on Healeyfield Lane

It was **Resolved** that as the Parish Council has no powers in this area the clerk would contact the Local Authority regarding this matter.

* 1. Email – Durham Pride

Request for financial contribution of £250 for Durham Pride

It was **Resolved** to decline the request as the Parish Council’s policy only supports grants\donations within the Parish Council.

* 1. Letter – Richard Holden MP

Requesting both, details of celebratory events in the Parish, and details of any National Lottery grants to fund a Coronation legacy project.

It was **Resolved** to receive the correspondence and thank the clerk for responding to Richard Holdens email advising of the calendar of events for the coronation, and for councillors to raise any projects as potential items to be added to future agenda.

* 1. Email – Neighbourhood Warden

Received reports of fly posting, requesting information from the Parish Council

It was **Resolved** to receive the correspondence.

* 1. Email – Resident

Dog Poo bins require emptying, especially the bin at the top of Rowley Bank on the A68.

It was **Resolved** for the clerk to raise this with DCC and request that the bin be emptied more frequently.

1. **Finance**
   1. Review & Approve End of Year Accounts

Bank reconciliation

Bank Account balance £ 21,376.32

Less Outstanding Payments £ 1,961.92

Net Cash Balance £ 19,414.40

Cashbook

Opening Balance 1st April 2022 £ 19,143.69

Receipts £ 25,298.79

Payments £ 25,028.08

Closing Balance 31st March 2023 £ 19,414.40

The budget underspent by £3,683.38 due to grants received in support of Village Projects and lower than anticipated General Administration costs. The End of Year cash balance comprises allocated funds amounting to £13,800.07.

It was **Resolved** to approve the accounts for 2022/23 as presented.

* 1. Review & Adopt Financial Risk Assessment

It was **Resolved** to approve, adopt and publish the Financial Risk Assessment.

* 1. Variable Direct debit resolution

As required by Finance Regulations (para 6.7) it was **Resolved** that the variable direct debits currently in use be approved for a further 2 years.

* 1. Accounts for Payment – April 2023

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Ref | Date | Description | Supplier | Budget Category | Net | VAT | Total |
| 131 | 01/04/2023 | Precept 2023/24 | Durham County Council | Precept | -£ 13,461.00 | £ - | -£ 13,461.00 |
| 132 | 01/04/2023 | LCTSS 2023/24 | Durham County Council | LCTRS | -£ 140.00 | £ - | -£ 140.00 |
| 133 | 12/04/2023 | VAT Recovery 2022/23 | HMRC | VAT Return | -£ 2,185.74 | £ - | -£ 2,185.74 |
| 134 | 01/04/2023 | Hosted Exchange Email Account | A-Byte Computer Solutions Ltd | General Administration | £ 7.00 | £ 1.40 | £ 8.40 |
| 135 | 17/04/2023 | 24 Coronation Balloons | Amazon Services Europe S.a.r.L. | Village Projects | £ 4.16 | £ 0.83 | £ 4.99 |
| 136 | 17/04/2023 | 40 Coronation Balloons | Amazon Services Europe S.a.r.L. UK Branch | Village Projects | £ 5.82 | £ 1.17 | £ 6.99 |
| 137 | 17/04/2023 | 200 White Napkins | Venus Packaging Solutions Ltd | Village Projects | £ 13.29 | £ 2.66 | £ 15.95 |
| 138 | 17/04/2023 | 175 Rigid Paper Plates | Signature Packaging Limited | Village Projects | £ 24.94 | £ 5.00 | £ 29.94 |
| 139 | 17/04/2023 | 400 Knives & Forks (200ea) | Invero Limited | Village Projects | £ 16.64 | £ 3.34 | £ 19.98 |
| 140 | 18/04/2023 | Litter Pick - Hall Hire | Castleside Village Hall | Village Projects | £ 20.00 | £ - | £ 20.00 |
| 141 | 19/04/2023 | CDALC & NALC Membership Fee | CDALC | Subscriptions | £ 224.56 | £ - | £ 224.56 |
| 142 | 24/04/2023 | Working Group - Hall Hire | Castleside Village Hall | Village Projects | £ 15.00 | £ - | £ 15.00 |
| 143 | 27/04/2023 | April Salary | I Robson | Salaries | £ 369.95 | £ - | £ 369.95 |
| 144 | 27/04/2023 | April Salary - Income Tax | HMRC | Salaries | £ 92.40 | £ - | £ 92.40 |

It was **Resolved** that the above accounts be approved for payment.

* 1. **Responsible Finance Officers Report**

**Account Balance Summary Update**

* Bank Balance - £ 35,123.29
* Less uncleared payments - £ 730.31
* Cash Balance - £ 34,392.98

The RFO reported that:

* The new budget sheet had been setup which implements the agreed budget categories and amounts, as well as declaring ring-fenced funds.
* To fall in line with sector standards the Bank Reconciliation statement has changed format.

It was **Resolved** to accept the RFO report.

1. **Clerk’s Report**

The clerk advised of the following:

* Flyers have been posted in the Parish Noticeboards, and on the website, to advertise the Email Newsletter sign-up. The flyer had also been shared on social media thanks to the Castleside Community Facebook page administrator.
* The Spring 2023 Newsletter has been partially printed and is being distributed to Castleside Club & Castleside Village Hall.
* To date a total of 43 individuals have signed up to receive the email Newsletter.
* Email Newsletter to be sent week commencing 1st May, to take advantage of additional email sign-ups, and as a reminder regarding the Coronation events.
* The Council Insurance will automatically renew on 1st June 2023 as part of the 3 year deal, with no changes being made or notified.
* Updates were received regarding Matters for Information.

It was **Resolved** to accept the clerks report.

1. **Planning Applications**
   1. DM/23/00730/FPA - Mr Simon Cartmel

5 Moorland View, Castleside, Consett, DH8 9QU

Extend dropped kerb to front.

It was **Resolved** to not make any comment on this application.

* 1. DM/23/00962/FPA - Mr \_ Mrs Alan \_ Ann Slater

10 Church Street, Castleside, Consett. DH8 9QW

Rear elevation single storey extension.

It was **Resolved** to not make any comment on this application.

1. **Parish Event Planning**

To discuss and agree items related to the following planned events.

* 1. **King’s Coronation Celebration** – 6th May
  2. **National Volunteering Day** – 8th May
  3. **Autumn Festival** – 24th Sep

It was **Resolved** to ratify the report and recommendations from the King’s Coronation working group, including setting the ticket price for the Coronation Celebration at £9 to ensure that the event does not make a loss.

1. **Civility & Respect Project - Taking the Pledge**
   1. To discuss the civility and respect project.

It was **Resolved** to decline the offer to support the Civility & Respect Project.

1. **Castleside Club Photo**
   1. To discuss a plaque to explain what the picture is of, from when etc.

It was **Resolved** for the clerk to investigate the design and production of a brass-coloured plaque mounted on timber.

1. **Official Opening of WW1 Trail**
   1. To discuss holding an official opening for the WW1 Trail

It was **Resolved** to hold a small opening ceremony be held in time to include photographs and a report of the event in the summer printed Parish News magazine.

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

It was **Resolved** that the date and time of the next meeting is Thu 25th May 2023.

Public Bodies (Admission to Meetings) Act 1960, s.1(2). A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) 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, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

1. **Confidential Items**

No items to be discussed.

Meeting ended at 8.47 pm.