



**THE MINUTES OF THE ORDINARY MEETING OF  
THE HEALEYFIELD PARISH COUNCIL  
HELD THURSDAY 23<sup>rd</sup> FEBRUARY 2023**

**Present:** Cllr. A Pearson (Chair)  
Cllr. J Robson, Cllr. A Wallace, Cllr. W Todd, Cllr. A Hird, Cllr. K Spencer,  
Cllr. D Dixon  
I Robson (Clerk)

The Chairman opened the meeting at 7.04 pm

**1. Apologies for Absence**

County Cllr M McGaun  
County Cllr D. Oliver

**2. Declarations of Interest**

None

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

It was **Resolved** that minutes of the ordinary meeting held on 26th January 2023 be accepted as a true and correct record.

**4. Public Participation**

None

**5. Chair's Report**

The Parish Councillors held a walk around the parish to identify the route for the WW1 Heritage Trail, and to meet parish residents who were out and about, as well as identify any items requiring attention.

**6. County Councillor Report**

No report

**7. Correspondence**

a. Email – Resident

Report from resident of a 'dangerous and inappropriate stile'.

It was **Resolved** that the clerk reply to the resident advising that DCC have acknowledged it is their responsibility and it has been added to the DCC plan of works.

b. Email - VirginMedia Publishing Manage  
Requesting link added to HFPC Website

'Our experts have created a cyber security safety test to help build awareness around cybercrime, identity theft, malware & phishing to ensure users are better protected online. We think it would be a perfect addition to an already fantastic list and wondered whether you could consider including Virgin Media with the following URL.

It was **Resolved** that the Parish Council decline the offer.

- c. Cllr. Hird raised an item of correspondence pointed out to him on Facebook regarding the cutting of trees in the Parish Wood. Councillors clarified that the area subject to tree felling is private land and is not part of the Parish Wood.

## 8. Finance

- a. It was **Resolved** that the following accounts be approved for payment.

### Accounts for Payment

Ref	Date	Description	Supplier	Budget Category	Net	VAT	Total
102	26/01/2023	Printer Ink Subscription	HP Instant Ink	General Administration	£ 3.74	£ 0.75	£ 4.49
103	01/02/2023	Storage	Grove Methodist Church	Donations incl. Storage	£ 100.00	£ -	£100.00
104	20/01/2023	Ergo File (Accounts Storage) x 2	Rahmqvist UK Ltd	General Administration	£ 35.98	£ 7.20	£ 43.18
105	01/02/2023	Hosted Email	A-Byte Computer Solutions Ltd	General Administration	£ 7.00	£ 1.40	£ 8.40
106	01/02/2023	Website Hosting & Security Updates	A-Byte Computer Solutions Ltd	General Administration	£ 240.00	£ 48.00	£288.00
107	06/02/2023	Amazon - Clerk Error	Amazon	General Administration	£ 9.99	£ -	£ 9.99
108	17/02/2023	Amazon - Clerk Error	Amazon	General Administration	-£ 9.99	£ -	-£ 9.99
109	23/02/2023	Feb Salaries	I Robson	Salaries	£ 363.15	£ -	£363.15
110	23/02/2023	Feb Income Tax	HMRC	Salaries	£ 90.80	£ -	£ 90.80
111	23/02/2023	Donation for Remembrance Day Wreath	Royal British Legion	British Legion	£ 30.00	£ -	£ 30.00
112	31/02/2023	Warm Hub - 5th, 12th, 19th & 26th Jan 2023	Castleside Village Hall	NPG - 4.5 Warm Community Location at Castleside VH	£ 369.40	£ -	£369.40

### b. Responsible Finance Officers Report

#### Account Balance Summary Update

Bank Balance - £22,330.15

Less uncleared payments - £1,192.93

Cash Balance - £21,137.22

The RFO reported that:

- The revised Finance spreadsheet has been completed.
- The budget report now shows the original budget allocation along with the current budget allocation.
- The budget report shows an overspend within the Grounds Maintenance account, and this is due to the invoice received for 2021/22 Flower Tubs. The recommendation of the RFO is to leave the budget setting as it currently is so that true performance against budget can be determined at the end of the financial year.

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

## 9. Clerk's Report

- The clerk advised that the WW1 trail stickers have been ordered.
- The clerk advised that they are investigating the option to distribute newsletters electronically via an opt-in system for residents, which would be part of the website. This would be in addition to the planned physical distribution around key locations in the parish.
- The clerk shared information regarding training courses available for councillors.
- Updates were received regarding Matters for Information.

## 10. Planning Applications

- a. DM/22/03734/FPA - Land South West Of Irthingvale Farm, Outputs Lane, Knitsley DH8 9EX  
Conversion of existing agricultural building to 2no. residential dwellings.

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

- b. DM/22/03741/FPA - Agricultural Building South Of Irthingvale Farm, Outputs Lane, Knitsley DH8 9EX  
Conversion of existing agricultural building to 1no. residential dwelling.

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

## 11. Handyperson

- a. To discuss and resolve to go to market for a handyperson, as per the agreed job description.

It was **Resolved** that the council would not proceed with the employment of a handyperson on the basis that the council would not obtain sufficient benefit for the additional cost and administrative effort placed upon the council and the parish clerk.

It was **Resolved** that the clerk, when requesting quotes, advise potential contractors that whilst public liability insurance (PLI) remains a pre-requisite for contract award, the PLI only needs to be in force for the duration of the work

being undertaken on behalf of the council. As a valid business expense, the council will accept PLI costs covering the work being performed on behalf of the council to be included within the quote for the work.

## **12. Capital Parish Projects – ring fencing of funds.**

- a. To discuss and resolve to ring fence of funds within the Parish accounts.

It was **Resolved** that the funds from historical Persimmon funds provided under 106 LGA1972 be earmarked for Capital Village Projects and be shown as such within the parish accounts.

## **13. WW1 Trail Lectern**

- a. To appoint paving contractor

It was **Resolved** to accept the received quotation and appoint MB Driveways to perform the paving work.

## **14. School Field**

- a. To discuss the damaged caused recently by vehicles on the school field, and to invite the local PCSO to provide an update at the March meeting.

It was **Resolved** that the Parish Council will facilitate a separate meeting with the local PCSO, Castleside Village School & Durham County Council. Cllr. Robson agreed to coordinate this meeting.

## **15. DCC Community Contingency plan & NPG Grant**

- a. Cllr. Wallace to provide an update.

It was **Resolved** to receive the update from Cllr. Wallace.

## **16. December Meeting**

- a. To determine if the council should introduce a December meeting.

It was **Resolved** that the council would take a decision in November of each year on whether an Extraordinary Meeting is required in December to progress specific Council business. If required, this meeting would then be called under Section 6 of Standing Orders by the Chairman.

## **17. Sign (lectern) next to old Post Office**

- a. To discuss reusing this sign as an information board for walks in and around the Parish.

It was **Resolved** to approach DCC to enquire if the sign is on their asset register to determine ownership, with a view to getting the map brought up to date, reprinted and the frame refurbished/replaced.

It was **Resolved** for the clerk to approach contractors to replace the frame with a road sign type installation in parallel to the determination of ownership.

## **18. Autumn Festival**

- a. To discuss and resolve to use s137 powers to purchase sunflower seeds in support of the Autumn Festival 2023.

It was **Resolved** to use s137 powers to purchase the sunflower seeds.

It was **Resolved** that the clerk will purchase the seeds and small brown envelopes to facilitate distribution.

#### **19. Jubilee Mugs**

- a. To discuss and resolve the price for the sale of surplus Jubilee mugs.

It was **Resolved** to set the price of surplus Platinum Jubilee mugs at £4.00.

#### **20. Drover Road**

- a. To discuss the overgrown area at the top of Drover Road, opposite Braeside.

It was **Resolved** that the clerk write to the landowner to request that they tidy the areas that belong to them within the parish.

#### **21. Date of the next Ordinary Meeting**

It was **Resolved** that the date and time of the next meeting is Thu 30<sup>th</sup> March 2023.

Meeting ended at 8.46 pm