



**THE MINUTES OF THE ORDINARY MEETING OF
THE HEALEYFIELD PARISH COUNCIL
HELD THURSDAY 26th JANUARY 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
I Robson (Clerk)

The Chairman opened the meeting at 7.00 pm

1. Apologies for Absence

County Cllr M McGaun

2. Declarations of Interest

None

3. Agree minutes of the previous meeting

It was **Resolved** that minutes of the ordinary meeting held on 24th November 2022 be accepted as a true and correct record.

4. Public Participation

None

5. Chair's Report

The Chair welcomed everyone to the first meeting of 2023 and wished everyone a happy and successful year.

6. County Councillor Report

County Cllrs. D Oliver & M. McGaun provided the following update:

- Road Safety Matters meeting held regarding Lanchester Ward, with two items relating to Healeyfield Parish.
 - Improving signage at the A68 junction, New stop sign and paintwork to be improved.
 - Maudeville, side street road markings to be improved to make the junction more visible.
- County Cllrs. visited Castleside Club to view the new floor which the County Councillors provided the funding for.
- County Cllrs. meeting with local police Sergeant at Consett Police Station, along with the local PCSO's week commencing 30th January.

- Reminded councillors that the comment deadline for the Council Boundary Review is at the end of January.

It was **Resolved** to accept the County Councillors report.

7. Correspondence

- a. Email – Richard Holden, MP, Office
Thank you regarding notification of NPG grant.

It was **Resolved** that the email be received.

- b. Email - County Durham Association of Local Councils (CDALC)
Advising of initial information regarding King's Coronation.

It was **Resolved** that the email be received.

- c. Email – DCC Culture Partnerships
Enquiring about any other commemorative schemes, current or planned, operating across the county. The Clerk advised that a reply have been sent regarding the WW1 Lectern & trail.

It was **Resolved** that the email be received.

- d. Email – Resident enquiring about dog friendly stiles
Enquiring about status of public liability insurance.

It was **Resolved** that the council requires any contractor to have public liability insurance in place to perform work on the council's behalf.

- e. Email – Resident regarding overgrown public right of way.
Richard Holden MP, and DCC PROW team also included. PROW have replied that they are investigating and will respond shortly.

It was **Resolved** that the email be received.

- f. Email – Relative of a former resident requesting permission for the scattering of ashes in the Parish Wood.

It was **Resolved** that the council welcome the scattering of the requestor's relatives' ashes but ask that no permanent marker is left within the boundary of the parish wood.

- g. Email – Request from Walking England to publicise the Durham section of the Walking England website to encourage residents to be more active.

It was **Resolved** that the clerk investigate adding a new page to the website which will contain links to walks in and around the local parish.

- h. Email – Request from a resident to recognise another resident for litter picking activities within Castleside village.

It was **Resolved** to add an article to the Newsletter thanking all residents for picking up litter in and around the parish.

8. Finance

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

Accounts for Payment

Date	Description	Supplier	Budget Category	Total
28/11/2022	Printer Ink Subscription	HP Instant Ink	General Admin	4.49
01/12/2022	Hosted Exchange Email Account	A-Byte Computer Solutions Ltd	General Admin	8.40
20/12/2022	Dec Salary	Ian Robson	Salaries	363.15
20/12/2022	Dec Income Tax	HMRC	Salaries	90.80
27/12/2022	Printer Ink Subscription	HP Instant Ink	General Admin	4.49
03/01/2023	Hosted Exchange Email Account	A-Byte Computer Solutions Ltd	General Admin	8.40
26/01/2023	Managing Meetings – 8 th Nov 2022	CDALC	Councillor Training	10.00
26/01/2023	Donation for Christmas Tree Lighting	Consett Brass	Village Projects	30.00
26/01/2023	Christmas Tree Lighting - 8 x Mince Pies	J Robson	Village Projects	10.00
26/01/2023	First Floor Meeting Room Hire - 2023	Castleside Village Hall	Meetings	200.00
26/01/2023	17th & 24th Nov - Warm Hub events	Castleside Village Hall	4.5 Warm Hub	215.70
26/01/2023	1st, 8th, 15th & 22nd Dec	Castleside Village Hall	4.5 Warm Hub	433.96
26/01/2023	Flower Tubs	P Snowdon	Grounds Maintenance	1,000.00
26/01/2023	Jan Income Tax	HMRC	Salaries	90.80
26/01/2023	Jan Salary	Ian Robson	Salaries	363.15
26/01/2023	Donation for Christmas Tree electricity	St John's Church	Village Projects	30.00
31/01/2023	Hosted Exchange Email Account	A-Byte Computer Solutions Ltd	General Admin	8.40

b. Responsible Finance Officers Report

Account Balance Summary Update

Bank Balance - £24,826.65

Less uncleared payments - £2,392.01

Cash Balance - £22,434.64

The RFO reported that:

The Grounds Maintenance category has exceeded budget due to the recently received invoice for the Flower tub planting across 2021 & 2022.

It was **Resolved** to adjust the Budget report to show the original budget so any variance from the original budget can be tracked.
It was **Resolved** to accept the RFO report.

9. Clerk's Report

- Report received late December that Defib may have been used – checked same day – no issues found so returned into service on 'The Circuit'.
- The clerk advised upon the outcome of the 3-month trial of an online Parish Council Finance Application.

It was **Resolved** to accept the trial outcome report and retain the existing method of managing the Parish Council accounts.

- The clerk advised upon the requirement to appoint an Internal Auditor.

It was **Resolved** to appoint the candidate as the internal auditor.

It was **Resolved** to accept the Clerk's report.

10. Planning Applications

- a. DM/22/02946/VOC - Springwell House Farm
Variation of Condition 3 (Temporary Period) in relation to application DM/19/01879/FPA to extend the time period by three years for the temporary siting of a static caravan to provide part-time accommodation for a key worker.

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

- b. DM/22/03640/FPA - 30 Wharnley Way
Construction of rear single storey extension, creation of habitable space on upper floor (including raised roof on existing front off-shoot) and the addition of dormers. Construction of detached garage.

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

11. WW1 Trail Lectern & Way Marker installation

- a. The clerk advised that DCC had installed the WW1 lectern but they were unable to install the paving. Estimates for the installation of the paving to be requested.

It was **Resolved** to continue obtaining quotes from additional suppliers.

- b. To arrange way marker walk to identify installation locations.

It was **Resolved** to identify a date for the walk after the meeting.

12. Steelworks Photo Board cover

- a. The clerk advised that two quotes for the installation had been received.

It was **Resolved** for the clerk to approach the Club to ensure they are comfortable with the preferred installation method, and if they are, for the clerk to proceed with arranging the installation.

13. Parish Events

- a. The schedule of events for 2023 was discussed.

EVENT	DATE	TIME
Litter Pick	Sat 15th April 2023	10am – 12noon
King's Coronation Celebration	Sat 6 May 2023	
National Volunteering Day	Mon 8 th May	To be determined
Autumn Festival	Sun 24th September 2023	3 – 5pm
Remembrance Sunday	Sun 12th November 2023	Meet at 2.30pm at St John's Church Parade departs at 2.40pm
Christmas Tree 'Switch On'	Thu 30 th November 2023	6pm

It was **Resolved** to set the above dates for 2023 and publish these on the Parish Council website.

14. Autumn Festival Review

- a. To review the 2022 Autumn Festival and determine plans for 2023.

It was **Resolved** to accept the report from Cllr. Robson.

- b. To determine further Jubilee mug distribution.

It was **Resolved** to make the remaining mugs available for purchase for a price of £4 each.

15. DCC Community Contingency plan

- a. To determine the cascade plan - volunteers to contact local support locations.

It was **Resolved** that the cascade plan is agreed and Cllr. Wallace will distribute the plan for councillor information.

- b. To discuss submitting a grant application for funds from the Civil Contingency Unit of Durham County Council.

It was **Resolved** that further information be obtained following the formal submission of the Community Contingency Cascade Plan.

16. Pedestrian barrier outside of the Village Hall

- a. To discuss requesting DCC to supply and install a pedestrian barrier.

It was **Resolved** that the Village Hall should make the initial submission to the County Council regarding this risk.

17. Safeguarding Policy review

- a. To review the proposed safeguarding policy & incident recording form.

It was **Resolved** to approve the Safeguarding Policy subject to the implementation of agreed amendments.

18. Mining Sculpture

- a. To discuss an offer, received from a resident, to produce a mining sculpture from 150-year-old wood.

It was **Resolved** to thank the resident for their offer, but the Parish Council believes that one statue is sufficient within the village.

19. Drover Road

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

It was **Resolved** to check ownership and bring back to the next meeting.

20. Old School on Rowley Bank

This item was withdrawn under Standing Orders para 1c.

21. Date of the next Ordinary Meeting

It was **Resolved** that the date and time of the next meeting is Thu 23rd Feb 2023.

Meeting ended at 8.55 pm