



**THE MINUTES OF THE ORDINARY MEETING OF
THE HEALEYFIELD PARISH COUNCIL
HELD THURSDAY 30th MARCH 2023**

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

The Chairman opened the meeting at 7.00 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 23rd February 2023 be accepted as a true and correct record.

4. Public Participation

None

5. Chair's Report

It has been a quiet month but we look forward to the events planned throughout the coming year.

6. County Councillor Report

No report from the county councillors.

7. Correspondence

- a. Website Incident Form submission – Resident
Food van in Castleside Club Car Park

It was **Resolved** to respond to the resident that the correct route is being taken as it is not a matter which the Parish Council has any jurisdiction over.

It was **Resolved** that the clerk contact DCC to report the fly posters on the fences which border the village.

- b. Email – Durham County Council

Response to request to grit Longedge Lane

It was **Resolved** to accept the response from Durham County Council.

- c. Email – DCC Rights of Way Team
Parish Path Funding Application

It was **Resolved** to receive the form and for the clerk to send to the chair for completion.

- d. Email – Resident
Nanny Meyer's Incline Footpath Requests

It was **Resolved** to receive the correspondence however the footpath in question is not within the boundaries of Healeyfield Parish Council. The clerk is to respond to the resident accordingly.

- e. Email – Resident
Dead Moles

It was **Resolved** to receive the correspondence however the area in question is not within the boundaries of Healeyfield Parish Council. The clerk is to respond to the resident accordingly.

- f. Email – Adult & Health Services
Castleside Property – Children's Home

It was **Resolved** to receive the email and support the new children's home within Castleside.

- g. Email – Village Hall
Warm Hub Funding – End Date

It was **Resolved** that the council would cease to fund Warm Hubs on 13th April incl. with a view to holding the money to fund Warm Hubs over the winter of 2023/24.

It was **Resolved** that the clerk contact Northern Powergrid to determine if the money not yet expended can be held for use under the categories to cover the winter of 2023/24.

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
113	22/02/2023	WW1 Trail Stickers	J&A International	Village Projects	£ 20.95	£4.19	£ 25.14
114	24/02/2023	500g Giant Sunflower Seeds	Pretty Wild Seeds Ltd	s137 Autumn Festival	£ 11.99	£ -	£ 11.99
115	25/02/2023	120pcs Small Brown Envelopes	Amazon Services Europe S.a.r.L.	s137 Autumn Festival	£ 5.82	£1.17	£ 6.99
116	26/02/2023	Printer Ink Subscription	HP Instant Ink	General Administration	£ 3.74	£0.75	£ 4.49

117	28/02/2023	Notice Board Socket Spanner	Amazon Services Europe S.a.r.L.	General Administration	£ 2.91	£0.58	£ 3.49
118	03/03/2023	20 x Anti-vandal screws (WW1 Trail)	Screwfix	Village Projects	£ 7.48	£1.50	£ 8.98
119	03/03/2023	Consett Steelworks Protective Cover Grant	Durham County Council	DCC Grants	-£369.00	£ -	-£369.00
120	11/03/2023	A4 Jan-Dec Dividers	West Ends Stationers limited	General Administration	£ 10.79	£2.16	£ 12.95
121	11/03/2023	100 Extra Strong A4 Punched Pockets	Amazon Services Europe S.a.r.L. UK Branch	General Administration	£ 9.99	£2.00	£ 11.99
122	28/02/2023	Warm Hub - 2nd, 9th, 16th & 23rd Feb 2023	Castleside Village Hall	NPG - 4.5 Warm Community Location at Castleside VH	£362.44	£ -	£362.44
123	28/02/2023	Castleside VH TV License	Castleside Village Hall	NPG - 4.2 Reusable Supplies	£159.00	£ -	£159.00
124	01/03/2023	Hosted Email	A-Byte Computer Solutions Ltd	General Administration	£ 7.00	£1.40	£ 8.40
125	30/03/2023	Mar Salaries	I Robson	Salaries	£363.15	£ -	£363.15
126	30/03/2023	Mar Income Tax	HMRC	Salaries	£ 90.80	£ -	£ 90.80
127	23/02/2023	Purchase of NPG 4.2 Reusable Supplies	B Todd	NPG - 4.2 Reusable Supplies	£543.73	£ -	£543.73
128	26/03/2023	5 x Reams A4 Printer Paper	Triton Media Ltd	General Administration	£ 25.82	£5.17	£ 30.99
129	26/03/2023	Printer Ink Subscription	HP Instant Ink	General Administration	£ 3.74	£0.75	£ 4.49
130	29/03/2023	Protective Cover for Club Photo	Ad Venture Sign & Image Ltd	Consett Steelworks Protective Cover	£369.00	£73.80	£442.80

Note: Voucher 123 payment is to be delayed until additional information is obtained.

b. Responsible Finance Officers Report

Account Balance Summary Update

Bank Balance - £ 21,384.72

Less uncleared payments - £ 1,970.32

Cash Balance - £ 19,414.40

The RFO reported that:

- On the 1st April the annual pay scale increment will be applied to the clerk's salary. This will increase the pay point from SCP13 to SCP14 (24p/hr increase).

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

9. Clerk's Report

- The clerk advised that they had completed the Introduction to Local Council Administration (ILCA) Course on 26th Feb 2023
- The clerk advised that they had booked onto a FREE MAZARS External Auditor briefing for 2022/23 AGAR completion – 4th April 2023
- Updates were received regarding Matters for Information.

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

10. Planning Applications

Nothing to discuss.

11. Parish Event Planning

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

- a. **Litter Pick** – 15th Apr
- b. **King's Coronation Celebration** – 6th May
- c. **National Volunteering Day** – 8th May
- d. **Autumn Festival** – 24th Sep

It was **Resolved** to explore contractors for the provision of the food for the Kings Coronation Celebration.

It was **Resolved** for the clerk to purchase the necessary decorations, plates & cutlery for the Club for the Kings Coronation Celebration.

It was **Resolved** to set the price of the tickets for the Kings Coronation Celebration to £3.50 plus the cost of the food, rounded up to the nearest whole pound.

It was **Resolved** to commission a working group to identify recommendations for celebrating the King's Coronation on Sunday 7th May. Working group to report back with recommendations to the council at the next Parish Council meeting.

12. Freeman\Freewoman Nomination Procedure

- a. To review and approve the document detailing the procedure for the nomination and awarding of the freeman\freewoman honour.

It was **Resolved** to approve the document as presented and to publish the procedure.

13. Civil Contingency Plan

- a. To review and agree the Civil Contingency Plan as presented by Cllr. Wallace
 - i. Inclusion of local schools
 - ii. Contact information verification.
 - iii. Addition of reusable supplies to Council Asset register

It was **Resolved** to accept version 5 of the Civil Contingency Plan and to thank Cllr. Wallace for the work he has done on this document. Cllr. Wallace to share with the Durham County Council.

14. Newsletter – Digital (e-mail) & March content

- a. To review and approve the draft March Newsletter (paper version)
- b. To receive an update from the Clerk regarding the move towards the distribution of newsletters by email
- c. To review and approve the updated Privacy Policy to cover the gathering of email addresses for the purpose of newsletter & event information distribution.

It was **Resolved** that the clerk reconfigure the newsletter and obtain agreement, via email, prior to publishing.

It was **Resolved** to approve the updated Privacy Notice, but to also further review the Privacy Notice in combination with the GDPR Policy.

15. Taking the Pledge

- a. To pass a resolution to sign up to the civility and respect pledge.

It was **Resolved** that the clerk will provide more details and add this item to next month's agenda for further discussion.

16. Healeyfield Commemorative Photo Book

- a. To discuss and resolve to progress with plans to release a photo book covering the significant events within the Parish over recent years.

It was **Resolved** to defer this item to the working party identified in item 11.

17. Date of the next Ordinary Meeting

It was **Resolved** that the date and time of the next meeting is Thu 27^h April 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.

18. Confidential Items

No items to be discussed

Meeting ended at 8.59 pm