



**THE MINUTES OF THE ORDINARY MEETING OF  
THE HEALEYFIELD PARISH COUNCIL  
HELD THURSDAY 29<sup>th</sup> SEPTEMBER 2022**

**Present:** Cllr. A Pearson (Chair)  
Cllr. J Robson, Cllr. A Wallace, Cllr. D Dixon, Cllr. W Todd  
Durham County Cllr. D Oliver  
I Robson (Clerk and Responsible Financial Officer)

The Chairman opened the meeting at 7pm

**1. Apologies for Absence**

Cllr. A Hird – Holiday  
Cllr. K Spencer - Holiday  
County Cllr. M McGaun – Veterans event  
It was **Resolved** to accept the apologies presented.

**2. Declarations of Interest**

None

*Cllr. Pearson declared an interest in item 16*

**3. Public Participation**

None

**4. Chairman's Report**

The quiet summer recess was sadly interrupted by the passing of Her Late Majesty The Queen. The Parish Council implemented its' plan for this upon hearing the sad news. The chair wished to thank the clerk for keeping the council updated throughout and St John's Church for organising the village flagpole. At short notice the village, as a community, took part in the National Moment of Silence on Sunday 18<sup>th</sup> September and the chair wished to thank all those who helped make that happen, Rev. Martin Jackson for his contribution, St John's PCC for permission to hold the event in their grounds and members of the councillors for organising and advertising the event. The event was attended by around 52 people in the church garden, with several more stood on the pavement outside the garden.

**5. Minutes of the last meeting**

It was **Resolved** that minutes of the ordinary meeting held on 28 July 2022 be accepted as a true and correct record.

**6. County Councillor Report**

County Cllr. D Oliver provided the following update:

- Road Safety – trees trimmed around the Speed Visors on the A68
- Improving STOP signs approaching A68 on Consett Road & Church St.
- Consett Swimming Pool – should be open again in October.
- Church St. Bus Shelter – investigating feasibility of a stone shelter.

Feedback to County Cllr. D Oliver

- Cllr. D Dixon – concern regarding speeding traffic along road from Castleside Cemetery along Healeyfield Lane.
- Cllr. A Wallace gave an update on the Northern Powergrid grant application.
- Cllr. A Wallace shared a picture of Hownsgill Viaduct – where tree cutting has defeated the purpose of the anti-climb fence.

## 7. Correspondence

- (i) Councillors heard of an initiative from NALC & CDALC to encourage councils to take a Civility & Respect pledge and adopt a new Dignity at Work policy.  
It was **Resolved** to add this to the October agenda for further discussion.
- (ii) Councillors considered a contact from the National Heritage Lottery Fund seeking formal closure of the Parish Council's WW1 project.  
It was **Resolved** that the clerk should work with councillors and National Lottery Heritage Fund to close this project.
- (iii) Councillors considered a request from Northern Powergrid Foundation to advertise two public events, regarding power resilience, within the community.  
It was **Resolved** that the clerk should advertise the Northern Powergrid events on the Parish Council website

## 8. Finance

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

Grove Methodist Church	Donation	£100.00
HMRC	Salaries	£83.80
I Robson	Salaries	£670.50
A-Byte	Admin	£12.96
HP Instant Ink	Admin	£4.49
British Heart Foundation	General Funds	£198.00
HP Instant Ink	Admin	£4.49
A-Byte	Admin	£4.56
Castleside Village Hall	General Funds	£40.00
I Robson	Salaries	£335.15
HMRC	Salaries	£83.80
RB Tree & Landscape Ltd	Grounds Maintenance	£852.00
Castleside Village Hall	General Funds	£60.00

## **Responsible Finance Officers Report**

### **Account Balance Summary Update**

Within budget on reconciliation

Bank Statement - £22,736.86

Less uncleared payments - £3,398.95

Balance - £19,337.91

- The clerk advised that the mandate for bank signatory changes has now been completed, and that online banking access has also been setup.
- Payment has been received, and banked, from Castleside Primary School for the Jubilee Mugs.
- The previously held cheque for RB Trees & Landscapes has now been released following the confirmed resolution of the reported issues.
- Grove Methodist Church have advised of a change in bank details.
- Standing Order in place for A-Byte to be cancelled now that the Direct Debit is setup.
- Payment for HP Instant Ink to be moved from PayPal to Debit payment card, and PayPal direct debit to be cancelled.

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

### **Electronic Payments**

Councillors considered the proposal to make payments electronically, instead of by cheque now that online banking has been setup.

It was **Resolved** to approve the proposal to utilise electronic banking payments as permitted within the existing Healeyfield Parish Council Financial Regulations.

### **Revised Budget**

The RFO presented the revised budget in anticipation of the national increase in clerk pay which is currently under negotiation.

It was **Resolved** to approve the revised budget for 2022/23

## **9. Clerk's Report**

- The clerk reported that the 'Contact Us' form has been removed from the Parish Council website as it was not working.
- The clerk's employment contract has been updated and is pending council adoption of the appraisal process, which will be in the October agenda.
- Estimates have been requested for two projects, Dog Stiles & WW1 lectern installation.
- The enquiry into other parish council newsletters resulted in responses that indicated variances from not producing a newsletter to producing a low budget newsletter and distributing it via websites and in local community locations, e.g. churches, village halls etc.

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

The clerk outlined a proposed training plan for the clerk to achieve the Certificate in Local Council Administration (CILCA). The clerk also requested that the council approve membership of SLCC (Society of Local Council Clerks),

It was **Resolved** to receive the information regarding the clerk's training plan. It was **Resolved** to approve the funding of SLCC membership for the Clerk in support of their training plan

#### **10. Planning Applications**

None received

#### **11. Shotley Bridge Hospital - update on meeting held 23rd August**

It was **Resolved** to receive the report from Cllr. J Robson

#### **12. WW1 Heritage Trail Board**

It was **Resolved** that as no estimates have been received the clerk should contact other potential contractors, including Durham County Council, Spotty Dog Signs to discuss installation of the board.

#### **13. Christmas Lights**

Councillors discussed the Christmas Light switch on event. The Chair advised that Consett Brass and Castleside Primary School Choir will be in attendance. It was **Resolved** that the switch on event will take place at 6pm on 24<sup>th</sup> November.

Due to the condition of the current lights, it was proposed that new lights are purchased of 30m in length.

It was **Resolved** that the clerk should order replacement lights, 4 x 10m lengths (to provide a spare length), due to the existing lights being damaged.

Councillors considered the use of a cherry picker to install the Christmas Lights due to the height of the tree\frame.

It was **Resolved** to not proceed with a cherry picker due to costs.

It was **Resolved** for the clerk to contact a local contractor to provide a price for the installation of the Christmas lights.

It was **Resolved** that Cllr. Wallace contacts a roofer in regard to providing an estimate for the Christmas lights installation.

#### **14. Steelworks Photo Board cover**

Councillors considered the installation of a cover to protect the photo in the entrance to Castleside Working Men's Club.

It was **Resolved** that the clerk should contact a local joinery company to obtain an estimate for providing and installing a protective cover over the picture.

#### **15. Parish Paths and Woods Review**

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

The clerk advised that one estimate regarding the installation of Dog Stiles was received:

Contractor A - £600

It was **Resolved** that the quotation from contractor 'A' be accepted subject to Public Liability Insurance being in place and work to be complete by beginning of March.

#### **16. Parish Newsletter**

Councils considered the production of the parish newsletters, taking into consideration the impact upon the environment and the cost of printing.

It was **Resolved** to only produce an annual report in June, in the current format, to contain information regarding the parish events throughout the year.

It was **Resolved** that a smaller newsletter will be produced twice per year, (Sep & Mar), double-sided A4 would be posted online and made available in local schools and public locations.

As the meeting had reached the 2hr point, it was moved, via Standing Order 10. a. xv, that Standing Order 3.w. be suspended so that the meeting may continue beyond the 2hr limit.

It was **Resolved** that Standing Order 3.w. be suspended for this meeting.

It was **Resolved** for the clerk to obtain estimates for production of the annual report (750 copies) in order to compare with the current supplier's price.

#### **17. Church Street / Watergate Road blockage**

Councillors considered the response from Go North East's Operations Director regarding the councils contact related to the interruption to the Castleside bus service due to inconsiderate parking along Church Street.

It was **Resolved** to receive and note the contents of the letter from Go North East's Operations Director.

#### **18. Remembrance Day Parade**

Councillors discussed this year's Remembrance Day Parade and the planning requirements.

It was **Resolved** that preparations will commence for the Remembrance Day parade, and that the Clerk and Chairman take this forward.

#### **19. Policy Review**

Councillors discussed the revised Social Media Policy.

It was **Resolved** to accept the updated Social Media Policy, and for it to be published on the Parish Council website.

#### **20. Social Media usage:**

Councillors discussed the potential use of Facebook to engage with the local community.

It was **Resolved** for the clerk to investigate community engagement plans that exist elsewhere to share with the council.

**21. Low Hanging Branches – DM/22/01677/TPO**

Councillors discussed the low hanging branches in this area.

It was **Resolved** to add an additional comment regarding low hanging branches, and to request clarification regarding the original reduction of one third.

**22. Jubilee Mugs**

Councillors discussed the distribution of jubilee mugs to residents, and the cost to be charged for non-residents should they wish to take a mug should there be any left.

It was **Resolved** that residents will be given until the end of 2022 to collect their jubilee mugs before selling to non-residents.

It was **Resolved** to charge cost price for the mugs should any be remaining after residents have had an opportunity to collect theirs.

**23. Winter Bedding Plants**

Councillors discussed the arrangements for the winter bedding plants.

It was **Resolved** to appoint the existing flower provider be retained for the winter bedding plants.

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

It was **Resolved** that the next meeting will be held on Thursday 27<sup>th</sup> October at 7pm in Castleside Village Hall.

Meeting ended at 9.35pm