



Email: clerk@healeyfieldparishcouncil.gov.uk
Visit our website at www.healeyfieldparishcouncil.gov.uk
Clerk: Mr Ian Robson - Tel: 07999 985 548

THE MINUTES OF THE ORDINARY MEETING OF HEALEYFIELD PARISH COUNCIL HELD THURSDAY 24th APRIL 2025

Present: Cllr. A Pearson (Chair), Cllr. J Robson, Cllr. K Spencer and Cllr. A Wallace.
Mr. I Robson (Clerk)

The Chairman opened the meeting at 7.02 p.m.

1. Apologies for Absence

Cllr. K Piggott - It was **Resolved** to approve the absence.

2. Declarations of Interest

None received

3. Agree minutes of the previous meeting

It was **Resolved** that the minutes of the Ordinary Meeting held on 27th March 2025 be accepted as a true and correct record.

4. Public Participation

No members of the public were in attendance.

5. Chair's Report

The Chair reported that the Parish Litter Pick is on this Saturday at 10am and welcomed everyone to attend.

6. County Councillor Report

County Cllr. M McGaun provided a report to the council.

It was **Resolved** to receive the report and to thank Cllrs. McGaun & Oliver for the support they have given the parish over the past 4 years.

7. Correspondence

No correspondence received

8. Clerk's Report

a. 2024-25 End of Year Accounts

It was **Resolved** to approve the End of Year Accounts for 2024-25.

b. 2025 Financial Risk Assessment document

It was **Resolved** to approve the 2025 Financial Risk Assessment Document.

c. AGAR Certificate of Exemption

It was **Resolved** to approve the Certificate of Exemption.

d. Asset Register

It was **Resolved** to request the clerk make further updates to the asset register.

e. The clerk reported the following:

- Donation made to Women's Institute as agree in last meeting.
- Analysis performed on past years printing volume and determined that a reduction from 100 to 50 pages per month would be sufficient for council needs.
- Photograph collection published via Website using OneDrive folder link.
- Following notification of an uncontested election, preparations can begin to co-opt 2 councillors within the 35 days following 6th May. Co-option cannot occur until after the new council is formed on the 6th May.

It was **Resolved** to commence advertising the vacant councillor positions with a view to co-option following the 6th May 2025.

- Council Insurance quotes – one quotation received so far.

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

f. Matters for Information

It was **Resolved** to receive the updates provided.

9. Finance

a. Accounts for Payment

Bank Balances -	Community Account	£ 1,082.68
	Instant Access Account	<u>£ 29,514.07</u>
	Total	£ 30,596.75

Income

Ref	Date	Description	Supplier	Budget Category	Amount
384	03/04/2025	Precept	Durham County Council	Precept	-£15,476.00
385	03/04/2025	LCTRS Grant	Durham County Council	LCTRS	-£ 127.00

Payments

Ref	Date	Description	Supplier	Budget Category	Net	VAT	Total
387	07/04/2025	WI 100yr Donation	Castleside WI	Donations	£ 70.00	£ -	£ 70.00
388	01/04/2025	CDALC & NALC Subscription	CDALC	Subscriptions	£ 300.15	£ -	£ 300.15
389	19/04/2025	Bank Account Charge	Community Account	Administration	£ 4.25	£ -	£ 4.25
390	07/04/2025	VE Day Posters & Tickets	Northern Print Solutions	Parish Projects	£ 34.80	£ 3.12	£ 37.92
		Staff Costs					
391	24/04/2025	Staff Costs - April 2025		Staff Costs	£ 536.55	£ -	£ 536.55
392							

It was **Resolved** to approve the accounts for payment for April 2025.

b. Variable Direct Debit Resolution

It was **Resolved** to approve the Direct Debit mandates for the following payments for another 12 months:

- HP Instant Ink
- Lloyds Monthly Account Charge

10. Planning Applications

Nothing received

11. Parish Event Planning

- a. Litter Pick – Saturday 26th April 2025

It was **Resolved** to receive the preparation updates provided.

- b. VE Day 80th Celebration – Saturday 10th May 2025

It was **Resolved** to receive the preparation updates provided and to allocate a budget of £50 for room decorations.

- c. Castleside Show – September 2026

It was **Resolved** to receive the report from the working group and to approve the suggestions made, including the holding of an initial stakeholders meeting in May with representatives from local organisations to set out the parish councils' vision for the event.

12. Local Buses

It was **Resolved** to write a letter to the Kim McGuinness (North East Combined Authority Mayor), Luke Akehurst MP (North Durham Member of Parliament) and Nigel Featham (Managing Director, Go North East) regarding the unreliability, and frequent cancellations, of the Castleside buses and the negative impact this has upon residents who rely upon these services.

13. Documentation Review

- a. Code of Conduct

It was **Resolved** to adopt the document as presented.

- b. Document Retention & Disposal Policy

It was **Resolved** to instruct the clerk to make further updates to this document and for the revised document to be brought to next month's meeting for approval.

14. 2025 Christmas Lights

It was **Resolved** to proceed with obtaining quotations for a potential permanent electricity supply point for the Christmas Lights.

15. Parish Paths

It was **Resolved** to submit an application under the Parish Paths Improvement scheme to improve the surface of Sandy Path.

It was **Resolved** to raise, once again, with the Public Rights of Way team the missing crossing on Foot Path 8 at Wharnley Burn.

16. Date of the next Ordinary Meeting

It was **Resolved** that the date and time of the next meeting is **Thursday 15th May 2025**.

Meeting ended at 8.49 pm

Chair

Date