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THE MINUTES OF THE ANNUAL MEETING OF HEALEYFIELD PARISH COUNCIL HELD THURSDAY 12th MAY 2025

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

The Chairman opened the meeting at 7.15 p.m.

1. Election of Chairman

It was **Resolved** to elect Cllr. A. Pearson as the Chairman of the Parish Council.

2. Acceptance of Office of Chairman

The Declaration of Acceptance of Office was signed by Cllr. A. Pearson and witnessed by Mr. Ian Robson (Clerk).

3. Election of Vice Chairman

It was **Resolved** to elect Cllr. J. Robson as vice-chairman of the Parish Council.

4. Apologies for Absence

None received.

5. Declarations of Interest

Cllr. K Spencer declared an interest in item 17.

6. Appointment of Internal Auditor

It was **Resolved** to appoint Gordon Fletcher as the Internal Auditor for 2025/26.

7. Agree minutes of the previous meeting

It was **Resolved** that the minutes of the Ordinary Meeting held on 24th April 2025 be accepted as a true and correct record.

8. Public Participation

Two members of the public were in attendance.

Item 16 was discussed at this point in the meeting.

9. Chairs Report

The Chair thanked everyone who was involved in Litter Pick on the 26th April, and noted that less rubbish than previous years was collected, which may mean that less rubbish is being left in, and around, the village, which is a positive.

The VE Day celebration was held on Saturday 10th May in Castleside Club and was attended by 105 residents. The food, which was provided by Dave's Fish & Chips, was well received.

10. County Councillor Report

County Cllr. Haney provided the following updates:

- Shotley Bridge Hospital - Funding not yet signed off and may not be until late this year– complicated by NHS England closure as well as other NHS reorganisation activities.
- Horse & Groom planning application – applicant requested additional time to submit further information to address the concerns raised, which was granted. The new date has passed without an update being received and DCC Planning is chasing for clarification on if they wish to proceed. With the current information provided the recommendation to the Planning Committee is to refuse the application, however this position may change if the applicant can satisfy concerns.

Cllr. A Wallace raised two issues with Cllr. Haney, the lack of progression of the Smelters Arms site development, and the access to the house for sale being directly onto the A68 which was not part of the planning application.

11. Correspondence

- a. Resident – Questioning why Healeyfield PC has no Facebook presence.

It was **Resolved** to advise the resident that the Parish Council has previously discussed this and decided not to have a formal social media presence.

- b. Resident – Requesting progress on Christmas lights at St John's Church.

It was **Resolved** to discuss this under agenda item 16.

- c. History Society – Castleside Show – unable to attend but interested and would hopefully be able to participate in some way.

It was **Resolved** to keep the History Society engaged in the planning process.

- d. Village Hall – Notice of deadline of 31st May for removal of Parish Photographs from Village Hall storage cupboard.

It was **Resolved** to discuss this under agenda item 12j.

12. Clerk's Report

- a. Approve Asset Register

It was **Resolved** to approve the Asset Register.

- b. Receive & Approve 2025 Review of Internal Control Report

It was **Resolved** to approve the 2025 Review of Internal Control Report.

- c. Internal Audit - Receive Annual Internal Audit Report

It was **Resolved** to approve the Annual Internal Audit Report.

- d. Approve Annual Governance Statement

It was **Resolved** to approve the Annual Governance Statement.

- e. Approve Accounting Statements

It was **Resolved** to approve the Accounting Statements.

- f. Commencement Date for exercise in public rights

It was **Resolved** to receive the Commencement Date for exercise in public rights.

- g. Councillors to renew agreement to receive summons and agendas by email for the next 12 months.

All Councillors agreed to receive summons and agenda by email for the next 12 months.

- h. Council Insurance Renewal

The clerk presented the quotations received for Parish Council Insurance for the next 12 months.

It was **Resolved** to appoint Zurich Insurance as the Parish Council insurer, subject to a satisfactory response to a specific query regarding Officials Indemnity, and for the clerk to submit the Policy Premium for payment in line with the 1st June date for the expiry of the current insurance. If the response is not satisfactory then an extraordinary meeting is to be arranged to discuss further.

- i. Available Training

The clerk advised councillors of available training opportunities over the coming months.

It was **Resolved** to receive the training information.

- j. Matters for Information

- Photograph Storage Box

It was **Resolved** to begin moving the photographs as soon as practical now that the storage box has been built.

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

13. Finance

- a. Accounts for Payment

| | | |
|-----------------|------------------------|--------------------|
| Bank Balances - | Community Account | £ 1,256.63 |
| | Instant Access Account | <u>£ 29,534.58</u> |
| | Total | £ 30,791.21 |

Income

| Ref | Date | Description | Supplier | Budget Category | Amount |
|-----|------------|------------------------|-------------------|-----------------|-------------|
| 396 | 23/04/2025 | HMRC VAT Refund | HMRC | VAT Return | -£ 1,601.35 |
| 402 | 10/05/2025 | VE Day 80 Ticket Sales | Community Account | Parish Projects | -£ 510.00 |

Payments

| Ref | Date | Description | Supplier | Budget Category | Net | VAT | Total |
|-----|------------|-------------------------------|---|-----------------|----------|---------|----------|
| 394 | 26/04/2025 | Litter Pick - Drinks Vouchers | Castleside Village Hall | Parish Events | £ 12.00 | £ - | £ 12.00 |
| 395 | 26/04/2025 | HP Instant Ink | HP Instant Ink | Administration | £ 4.57 | £ 0.92 | £ 5.49 |
| 397 | 01/05/2025 | Storage Donation | Grove Methodist Church | Donations | £ 100.00 | £ - | £ 100.00 |
| 398 | 01/05/2025 | VE Day 80 Bunting | Royal British Legion | Parish Projects | £ 24.97 | £ 5.00 | £ 29.97 |
| 399 | 02/05/2025 | Storage Unit (Photographs) | TradePoint (B&Q) | Parish Projects | £ 120.00 | £ 24.00 | £ 144.00 |
| 400 | 06/05/2025 | VE Day 80 Flags | Amazon Services Europe S.a.r.l. UK Branch | Parish Projects | £ 9.99 | £ 2.00 | £ 11.99 |
| 401 | 09/05/2025 | VE Day 80 Food (Fish & Chips) | Dave's Fish & Chips | Parish Projects | £ 660.00 | £ - | £ 660.00 |
| 403 | 10/05/2025 | VE Day 80 DJ | Project DJ | Parish Projects | £ 145.00 | £ - | £ 145.00 |
| 404 | 06/05/2025 | Internal Audit Fee | Gordon Fletcher | Audit | £ 100.00 | £ - | £ 100.00 |
| 405 | 19/05/2025 | Bank Account Charge | Community Account | Administration | £ 4.25 | £ - | £ 4.25 |
| 408 | 11/05/2025 | Clerk Expenses (Audit) | I Robson | Audit | £ 30.60 | £ - | £ 30.60 |
| 409 | 14/05/2025 | Elections Training | CDALC | Training | £ 20.00 | £ - | £ 20.00 |
| | | Staff Costs | | | | | |
| 406 | 24/04/2025 | Staff Costs - May 2025 | | Staff Costs | £ 536.55 | £ - | £ 536.55 |

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

In addition, the clerk provided a financial overview of the VE DAY 80th Anniversary event held on 10th May 2025.

It was **Resolved** to receive the report.

- b. Receive Financial Regulations para 2.6 report – It was reported that Cllr. Spencer reviewed the bank statements and bank reconciliation following the April meeting and made no observations to report to the council.

14. Planning Applications

Nothing received

15. Parish Event Planning

- a. Remembrance Parade & Service – Sunday 9th November

It was **Resolved** to defer this item until closer to the event.

- b. Castleside Village Festival – September 2026

It was **Resolved** to receive the report from Cllr. Pearson regarding the stakeholder meeting held on Tuesday 13th May 2025.

16. 2025 Christmas Lights

It was **Resolved** to receive the update from Cllrs. Pearson & Wallace and to share the current options with St John's Parochial Church Council, via email, as soon as practical to allow them to review and respond.

17. Parish Council Meeting Location

It was **Resolved** to perform a value for money review of the costs associated with the meetings of the Parish Council to inform decisions for 2026/27.

18. Documentation Review

- a. Document Retention & Disposal Policy

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

- b. GDPR Procedures (Data Protection Policy)

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

- c. Recording of Meetings

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

19. Date of the next Ordinary Meeting

It was **Resolved** that the date and time of the next meeting is **Thursday 26th June 2025**.

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.

It was **Resolved** to exclude the public from the remainder of the meeting.

It was **Resolved** to suspend Standing Order 3w to allow the meeting to go beyond 2 hrs.

20. Confidential Items

- a. One item was discussed.

Meeting ended at 9.26 pm

Chair

Date