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## THE MINUTES OF THE ORDINARY MEETING OF HEALEYFIELD PARISH COUNCIL HELD THURSDAY 26<sup>th</sup> JUNE 2025

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

The Chairman opened the meeting at 7.10 p.m.

### 1. Apologies for Absence

Cllr. K Spencer and Cllr. K Piggott submitted apologies for the meeting.

It was **Resolved** to accept the apologies presented.

County Cllr. D Haney was unable to attend.

### 2. Declarations of Interest

Cllr. Pearson declared an interest in item 8b, 'Meeting Room update'.

### 3. Agree minutes of the previous meeting

It was **Resolved** that the minutes of the Annual Meeting held on 15<sup>th</sup> May 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 summer planting has been completed and suggested that the location of the flower troughs and planters be reviewed at a future meeting. The chair also reminded Councillors to speak through the chair during meetings to ensure discussions are clear and heard by all.

### 6. County Councillor Report

County Cllr. M Haney was unable to attend the meeting.

### 7. Correspondence

The following correspondence was presented.

- a. Cllr. Haney – Smelters site questions raised with planning.
- b. West Auckland PC – origin of lead miner statue.
- c. DCC Public Rights of Way – Sandy Path improvements.
- d. St John's Church – Christmas Lights
- e. CDALC – Smaller Council Forum
- f. Resident – Garden Waste tipping
- g. Resident – Gunefire & Pets
- h. Resident – Castleside Road Closure – Sun 22<sup>nd</sup> June

It was **Resolved** to receive the correspondence and for the clerk to perform the following actions.

- (f) investigate and report to DCC if still present.
- (g) refer to Neighbourhood Wardens
- (h) write to event organiser to request earlier notice, and improved communication, for the community to be able to plan.

## 8. Clerk's Report

The clerk reported on the following items:

- a. Parish Council Insurance in place.
- b. Meeting Room update
- c. Parking on Rowley Bank verge update
- d. Castleside Bus Service – feedback from Go NorthEast
- e. Grass Cutting – contractor for 2025
- f. Website updates
- g. Martyn's Law update
- h. Long term storage of historical Parish Council records
- i. Matters for Information

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

- a. Matters for Information

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

## 9. Finance

- a. Accounts for Payment

Ref	Date	Description	Supplier	Budget Category	Net	VAT	Total
410	19/05/2025	Annual Council Insurance	Zurich Insurance	Insurance	£ 628.77	£ -	£ 628.77
412	26/05/2025	HP Instant Ink	HP Instant Ink	Administration	£ 3.74	£ 0.75	£ 4.49
413	02/06/2025	Padlock for Photo Storage box	TradePoint (B&Q)	Parish Projects	£ 7.00	£ -	£ 7.00
414	12/05/2025	Bank Account Charge - May	Community Account	Administration	£ 4.25	£ -	£ 4.25
		<b>Staff Costs</b>					
415							
416	24/04/2025	Staff Costs - June 2025		Staff Costs	£ 536.55	£ -	£ 536.55

b. Bank Balances -	Community Account	£ 108.72
	Instant Access Account	<u>£ 29,354.15</u>
	<b>Total</b>	<b>£ 29,462.87</b>

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

It was **Resolved** for the clerk to submit the payroll earlier in the month for pre-approval to ensure prompt payment.

## 10. Planning Applications

- a. DM/25/01340/CEU

Land And Building To The North East Of 1 Sycamore Court Rowley DH8 9AD  
Conversion of barn to C3 dwellinghouse with associated parking and garden area.

It was **Resolved** to submit a comment on this application regarding the building in question not resembling a dwelling house and therefore the Parish Council being unaware it was being used as such. The Parish Council is also interested in the impact of precept, via Council Tax bills, upon other residents because of this 'hidden' home which has been in continual operation for many years.

## 11. Parish Event Planning

- a. Castleside Village Festival – September 2026

It was **Resolved** to receive the update from the working group. The next stakeholder meeting is scheduled for the 9<sup>th</sup> September.

## **12. Documentation Review**

- a. Equality & Diversity Policy
- b. Financial Regulations (updates)
- c. Email Acceptable Use Policy

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

## **13. 2025 Newsletter**

It was **Resolved** to utilise this year's newsletter to launch the '2026 Castleside Festival', with initial information and to encourage residents to visit the Parish Council website, <https://healeyfieldparishcouncil.gov.uk>, and to sign up to the email distribution list so that information can be shared electronically.

## **14. Christmas Lights**

It was **Resolved** to receive the quotation obtained from St John's Church, and to investigate the additional costs of a low voltage supply in addition to the quoted installation.

## **15. Photograph Storage**

It was **Resolved** to receive the update from Cllr. Wallace that all photographs have been moved to the storage unit and secured with a padlock.

## **16. Village Gate painting**

It was **Resolved** for the clerk to purchase the necessary equipment to enable the repainting of the village gates.

It was **Resolved** to request all posters currently installed on the gates to be removed in preparation for painting and to install a sign advising that fly posting is not allowed and will be removed.

It was **Resolved** to suspend standing order 3.w. to allow the meeting to continue beyond the 2-hour limit defined in standing orders.

## **17. Parish Wood inspections**

It was **Resolved** to produce a checklist for inspections, and to perform inspections every 6 months, starting Autumn 2025.

## **18. Parish Correspondence**

It was **Resolved** to defer this item to the next meeting.

## **19. Date of the next Ordinary Meeting**

It was **Resolved** that the date and time of the next meeting is **Thursday 31<sup>st</sup> July 2025 at 7pm in Castleside Village Hall.**

Meeting ended at 9.22 pm

Chair .....

Date .....