



**THE MINUTES OF THE ANNUAL MEETING OF
THE HEALEYFIELD PARISH COUNCIL
HELD THURSDAY 25th MAY 2023**

Present: Cllr. A Pearson (Chair)
Cllr. J Robson (Vice-Chair)
Cllr. A Wallace, Cllr. W Todd, Cllr. A Hird, Cllr. K Spencer
DCC Cllr M. McGaun
Mr. I Robson (Parish Clerk)

2 Members of the Public

The Chairman opened the meeting at 7.15 p.m.

1. Election of Chairman

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

2. Acceptance of Office of Chairman

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

3. Apologies for Absence

Cllr. Douglas Oliver

4. Election of Vice Chairman

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

5. Declarations of Interest

None received

6. Appointment of Internal Auditor

It was **Resolved** to appoint Gordon Fletcher as the Internal Auditor for 2023/24.

7. Agree minutes of the previous meeting

It was **Resolved** that minutes of the ordinary meeting held on 27th April 2023 be accepted as a true and correct record.

8. Public Participation

The Chair welcomed two members of the public to the meeting, advised them of the Public Participation Policy, and welcomed their input through the meeting.

9. Chairman's Report

The Chairman reported that a good evening was had by all at the Coronation Celebration on 6th May at Castleside Club, which saw around 100 people in attendance, and thanked all those who helped arrange the celebration for their efforts.

10. County Councillor Report

DCC Cllr. M. McGaun reported the following:

- Castleside Road Signs – A change in staff has slowed down the resolution, but the issue is being progressed.
- Overhanging Trees near Rowley Baptist Church – DCC Cllrs. have chased for progress.
- Cattlegrid Works – work is scheduled to commence 3rd July and last for 3 weeks.
 - The 3-week period will see several cattlegrids replaced, none of which are within the Parish, however the diversions may impact residents as they leave or enter the Parish from the West.
- Castleside Primary School sign missing - DCC Cllrs. have chased for progress.
- Consett Road verge – DCC reported no budget available for DCC to progress this work.
- DCC Full Council meeting held 24th May which saw some changes in positions.
 - DCC Cllr. McGaun no longer Chair of the Planning committee.
 - DCC Cllr. Oliver moved onto Planning committee as vice-chair.
 - DCC Cllr. McGaun elected vice-chair of Durham County Council.
 - Some key appointments still to be ratified by DCC leadership.

It was **Resolved** to receive the report from DCC Cllr. McGaun.

11. Correspondence

- a. Email – Plastics recycling Education

It was **Resolved** for the clerk to share the email with Castleside Primary School as a potential idea for the school to make use of. In addition, the clerk is to reply to the organisation and invite them to the Autumn Festival.

- b. Email – Village Hall Donation Request

It was **Resolved** to add this item to the agenda for the June meeting to allow time for the necessary information to be gathered and to allow more time for consideration.

- c. Email – RB Landscapes – grass cutting quote

It was **Resolved** to discuss this under agenda item 19.

- d. Email – Cattlegrid reconstruction and associated road closure

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

- e. Email – The Circuit – defibrillator information stickers

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

- f. Email – DCC Principal Public Protection Officer – Dead Moles

It was **Resolved** to receive the response and to note that they will be writing to the farmer to request the dead moles are removed from the relevant fence line. This information has been passed to the resident who raised the issue.

- g. Email – DCAL (NALC) – request for planning case studies

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

- h. Email – S. Garden – Dog Stiles

It was **Resolved** for the Clerk to advise Mr. Garden that September will be acceptable for the Dog Stile work.

- i. Email – Resident - Gul-e Project
It was **Resolved** that the Clerk contact DCC to gather more information regarding the project with a view to nominating Castleside as a potential pilot location.
- j. Email – Resident - The Lilacs
It was **Resolved** for a member of the Council speak to the manager of ‘The Lilacs’ on behalf of the Parish Council to discuss the information provided by the resident, and for the situation to be reviewed at the next meeting. In addition, the contact details of the ‘The Lilacs’ will be shared with the resident.

12. Finance

a. Accounts for Payment – May

Ref	Date	Description	Supplier	Budget Category	Net	VAT	Total
145	26/04/2023	HP Instant Ink Subscription	HP Instant Ink	General Administration	£ 3.74	£ 0.75	£ 4.49
146	02/05/2023	Storage Grove Church	Grove Methodist Church	Donations incl. Storage	£ 100.00	£ -	£ 100.00
147	02/05/2023	6 x Balloon Weights	Card Factory	Village Projects	£ 5.94	£ -	£ 5.94
148	02/05/2023	39 x Balloon Inflation charge	Card Factory	Village Projects	£ 48.75	£ -	£ 48.75
149	09/05/2023	101 Pie & Peas (Aunt Betty's)	R L Graham	Village Projects	£ 447.00	£ -	£ 447.00
150	09/05/2023	Coronation Celebration	Ticket Sales	Village Projects	-£ 793.00	£ -	-£ 793.00
151	06/05/2023	2econd Wind Band - Coronation	2econd Wind	Village Projects	£ 240.00	£ -	£ 240.00
152	02/05/2023	WW1 Lectern Paving	MB Driveways	Village Projects	£ 220.00	£44.00	£ 264.00
153	13/04/2023	Warm Hub (March - April)	Castleside Village Hall	NPG - 4.5 Warm Community Location at Castleside VH	£ 632.59	£ -	£ 632.59
154	25/04/2023	Hall Hire - Autumn Festival 2023	Castleside Village Hall	Village Projects	£ 25.00	£ -	£ 25.00
155	25/04/2023	Hall Hire - Volunteer Day	Castleside Village Hall	Village Projects	£ 30.00	£ -	£ 30.00
156	01/05/2023	Hosted Exchange Email Account	A-Byte Computer Solutions Ltd	General Administration	£ 7.00	£ 1.40	£ 8.40
157	25/05/2023	May Salary	I Robson	Salaries	£ 369.95	£ -	£ 369.95
158	25/05/2023	May Salary - Income Tax	HMRC	Salaries	£ 92.40	£ -	£ 92.40
159	17/05/2023	2022/23 Internal Audit	Gordon Fletcher	Audit	£ 100.00	£ -	£ 100.00
160	22/05/2023	Mileage - Internal Audit Travel	I Robson	Audit	£ 30.60	£ -	£ 30.60

It was **Resolved** to approve the accounts for payment for May-23.

b. RFO Report

Bank reconciliation

Bank Account balance	£ 34,066.80
Unbanked cash	£ 9.00
Outstanding Payments	<u>£ 1,288.94</u>
Net Cash Balance	£ 32,786.86

2023/24 Budget	£ 13,493.86
Allocated Funds	<u>£ 15,167.48</u>
General Reserves	£ 4,125.52

Coronation Celebration

Total Costs -	£817.54
Ticket Sales -	£793.00
Loss -	£24.54

13. Clerk's Report

a. Receive & Approve Review of Internal Control Report

It was **Resolved** to receive and approve the review of internal control report.

b. Review of Assets

It was **Resolved** to receive and approve the asset register.

c. Internal & External Audit

- i. Receive Annual Internal Audit Report
- ii. Approve Annual Governance Statement
- iii. Approve Accounting Statements

The clerk advised that the period of Exercise of Public Rights regarding the audit will run from **5th June to 14th July 2023**.

It was **Resolved** to receive and approve the Annual Internal Audit Report, the Annual Governance Statement & the Annual Accounting Statements.

It was **Resolved** to receive the information regarding the Exercise of Public Rights.

d. Councillors to agree to receive summons and agendas by email for the next 12 months.

All councillors agreed to receive summons and agendas via their personal email addresses for the next 12 months.

e. Update on casual vacancy following David Dixon's resignation.

The clerk advised that DCC Electoral Services were notified of the resignation on the 28th of April, and the notice of vacancy was posted on 5th May in the noticeboards and the website. The outcome of the notice is expected to be notified by DCC Electoral Services after 26th May.

f. Matters for Information

Updates were received regarding Matters for Information.

14. Planning Applications

a. DM/23/00734/VOC - T/A ASG Property Developments

Land to the East of The Junction Of Belle View Drive And Drover Road Castleside DH8 9RE
Variation of Condition 1 of planning permission DM/18/01498/OUT to allow for the provision of self-build residential development at land east of the junction of Belle View Drive and Drover Road, Castleside.

It was **Resolved** that the clerk respond on behalf of the Parish Council with following comments:

- The parish wishes to raise its concerns regarding both the access and egress onto Drover Road, as well as the additional traffic which will be added to Drover Road. This road passes the Village Hall, and it is often congested with parked cars at normal times, with additional congestion during village events.
- A mud reduction strategy should be implemented, such as a cleaning installation on the edge of the site to prevent excess mud coming onto the public road. The entrance to the site is in proximity to a corner at the bottom of a hill which has experienced several instances of vehicles losing control as they make the turn at the bottom of the hill. Introducing mud into the area of this corner may make increase the danger of this corner.

- The parish would like for the developer to install a footpath up Drover Road towards the A68 to improve the safety of pedestrians.
- The parish request that the developer retain, restore & maintain the existing dry-stone wall which borders the estate on Drover Road, ensuring that repairs are made with an appropriate stone type and colour.
- The Parish Council would like to clarify that the village no longer has the local amenities as advertised in the original publicity photographs.

15. Parish Event Planning

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

- Summer Newsletter** – June/July
- Autumn Festival** – 24th September
- Remembrance Sunday** – 12th November

It was **Resolved** to plan the Summer Newsletter for issue in August.

It was **Resolved** to defer items b & c to the June meeting.

16. Review & approve the following documents:

- Standing Orders
- Dignity at Work Policy
- Grants and Donations Policy

It was **Resolved** to approve the Standing Orders, Dignity at Work Policy and the Grants and Donations Policy, with the latter moving to a 3-year review cycle.

17. Appointment of a councillor to participate in the clerk's annual appraisal process.

The clerk's appraisal is normally performed by the chair and vice-chair, however due to the relationship between the vice-chair and the clerk, it is appropriate that another councillor participates in the appraisal process in place of the vice-chair.

It was **Resolved** to appoint Cllr. Spencer to participate the clerk's annual appraisal process.

18. Item 18 was moved to item 24. Confidential Items

19. Grass cutting

- To determine the contractor and date of cutting.

It was **Resolved** to appoint RB Landscapes as the contractor to cut the grass late June / early July, and second cut late Sept & early Oct.

20. WW1 Trail Launch

- To discuss details of the launch of the WW1 trail.

It was **Resolved** for Cllr. Todd to speak to the Royal British Legion to obtain advice on what would be appropriate for a launch.

21. Website

- a. To discuss the creation of an area to store and share media documenting Parish Council events.
- b. To discuss the creation of a Parish Walks area to facilitate the sharing and downloading of brochures and maps, e.g., WW1 trail.

It was **Resolved** to defer this item to the June ordinary meeting.

22. Date of the next Meeting

- a. It was **Resolved** that the date and time of the next ordinary meeting is Thursday 29th June 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.

23. Confidential Items

1 confidential item was discussed.

Meeting ended at 9.20 pm.