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Clerk: Mr Ian Robson - Tel: 07999 985 548

**THE MINUTES OF THE ANNUAL MEETING OF
THE HEALEYFIELD PARISH COUNCIL
HELD THURSDAY 30th MAY 2024**

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

The Chairman opened the meeting at 7.07 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. Adam Pearson and witnessed by Mr. Ian Robson (Clerk).

3. Apologies for Absence

None received.

4. Election of Vice Chairman

It was **Resolved** to appoint Cllr. J. 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 2024/25.

7. Agree minutes of the previous meeting

It was **Resolved** that the minutes of the Ordinary Meeting held on 25th April 2024 be accepted as a true and correct record.

8. Public Participation

No members of the public were in attendance.

9. Chair's Report

The chair reported that they received the resignation of Bill Todd during May, and that the principal authority has been informed. The Chair expressed the gratitude of the Council for the time and effort which Mr. Todd had put into the role, and commented that he had been a great asset to the council during his tenure as a Councillor.

10. County Councillor Report

- Cllr. M. McGaun updated the council on the following topics:
 - Planning application submitted for Lincoln House change of Use.
 - North-East Combined Authority update – secured £99m for County Durham.
 - Impact on DCC funding of Durham students not paying Council Tax and discussions with DLUHC government department.
 - Adult Health Services and the ongoing Care Quality inspection.
 - Make your Mark awards – Newton Aycliffe Business Park.
 - Beamish Museum Board – setting future strategy for its' future development.
 - Increase in Dog Centre occupancy – cost pressure to round up stray dogs.
 - Cllr. McGaun has resigned as a conservative councillor and is now independent.

- Cllr. Pearson reminded Cllr. McGaun about the narrowing of Longedge Lane in certain areas.

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

11. Correspondence

- a. St John's Church – Response to Pyramid & Poppy Net Memorandum of Understanding.

It was **Resolved** to respond to St John's Church regarding their objection to the pyramid being erected in the church garden, and the display of the poppy net.

12. Finance

- a. Accounts for Payment – May

Income

Ref	Date	Description	Supplier	Budget Category	Total
283	09/05/2024	Interest Gross	Instant Access Account	Bank Interest	£29.94

Payments

Ref	Date	Description	Supplier	Budget Category	Net	VAT	Total
271	29/04/2024	CILCA Resources	SLCC	Training	£ 193.95	£ -	£ 193.95
272	26/04/2024	HP Instant Ink	HP Instant Ink	Administration	£ 4.57	£ 0.92	£ 5.49
273	30/05/2024	Annual Council Insurance	Clear Councils	Insurance	£ 755.21	£ -	£ 755.21
274	09/05/2024	Pop-up Gazebo (D-Day 80th)	Amazon Services Europe S.a.r.l.	Parish Projects	£ 113.32	£ 22.67	£ 135.99
275	14/05/2024	Hosted Exchange Email account	A-Byte Computer Solutions Ltd	Administration	£ 7.00	£ 1.40	£ 8.40
276	30/05/2024	Warm Hub Funding	Castleside Village Hall	NPG - 4.5 Warm Community Location at Castleside VH	£ 436.41	£ -	£ 436.41
277	03/05/2024	Internal Audit Fee	Gordon Fletcher	Audit	£ 100.00	£ -	£ 100.00
278	30/05/2024	Flower Tub planting & watering	P Snowdon	Grounds Maintenance	£ 357.10	£ -	£ 357.10
279	30/05/2024	Clerk Expenses (Audit)	I Robson	Audit	£ 30.60	£ -	£ 30.60
280	30/05/2024	Staffing Costs	HMRC & Clerk	Staff Costs	£ 505.75	£ -	£ 505.75
282	01/05/2024	Storage	Grove Methodist Church	Donations	£ 100.00	£ -	£ 100.00
283	09/05/2024	Interest Gross	Instant Access Account	Bank Interest	-£ 29.94	£ -	-£ 29.94
284	26/05/2024	HP Instant Ink	HP Instant Ink	Administration	£ 4.57	£ 0.92	£ 5.49

It was **Resolved** to approve the accounts for payment for May 2024.

- b. Responsible Financial Officers Report

- The RFO advised the council of the following budget information:
 - Recommendation to close 'NPG – 4.1 Generator Hook-up Points' and move the remaining funds, (£62.00), to 'NPG 4.2 Reusable Supplies'.

It was **Resolved** to accept the recommendation.

- To address the shortfall in D-Day 80th funding, (c.£1,300), it was recommended to reallocate funds from 'Parish Events' (£200) & 'General Reserves' (£1,100).

It was **Resolved** to provisionally accept the recommendation but also to pursue grant opportunities to address the shortfall.

- NPG4.5 Warm Hub Funding - Based upon the 9 sessions claimed for February & March, and with a total reclaim of £436.41, this equates to £48.49 per session. With a current budget category balance of £1,026 that potentially provides enough funding for c. 21 further weeks of Warm Hub sessions.

It was **Resolved** to receive the information and for the clerk to share with the Chair of the Village Hall committee.

- Bank Balances:

○ Current	£ 3,336.36
○ Savings	<u>£ 28,050.88</u>
▪ Total	£ 31,387.24
○ Less uncleared payments	£ 2,198.96
○ Cash Balance	£ 29,188.28

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

13. Clerk's Report

a. 2024 Review of Internal Control

It was **Resolved** to approve the 2024 Review of Internal Control.

b. Receive Annual Internal Report

It was **Resolved** to receive and approve the Annual Internal Report.

c. Approve Annual Governance Statement

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

d. Approve Accounting Statements

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

e. Councillor Summons

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

f. Matter for Information

Updates were provided regarding matters for information.

g. Full dog bins were reported to DCC and subsequently emptied.

h. Councillor Vacancy Notice posted 17th May and will run until 7th June.

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

14. Planning Applications

- a. DM/24/00983/FPA A Wilderness Way Ltd
Treetops, Rowley Bank, Rowley, Consett, DH8 9AE
Change of use of residential dwelling (Use Class C3) to children’s home (Use Class C2) for one child aged between 8-17.

It was **Resolved** not to make a comment on this planning information.

15. Parish Event Planning

a. D-Day 80th Anniversary

Receive updates regarding planning for the event.

It was **Resolved** to receive the updates on progress.

16. Website, Email & Migration to Gov.uk domain

- a. To receive a report from the Clerk regarding the options for obtaining additional email addresses and migrating to a gov.uk domain.

It was **Resolved** that the Clerk should progress with a bespoke quotation from Activecouncil.co.uk for the provision of emails addresses, website hosting and a gov.uk domain.

17. MS Office Licenses

- a. To discuss a proposed contract amendment to avoid MS licensing increases.

It was **Resolved** to remain on a monthly commitment for MS licenses.

18. Grass Cutting

- a. To determine the contractor and date of cutting

It was **Resolved** to appoint RB Trees & Landscapes Ltd to perform the grass cutting and strimming for 2024.

19. Date of the next Ordinary Meeting

- a. It was **Resolved** that the date and time of the next meeting is **Thursday 27th June 2024.**

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.

20. Confidential Items

Nothing discussed.

Meeting ended at 8.31 pm

Chair

Date