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Clerk: Mr Ian Robson - Tel: 07999 985 548

**THE MINUTES OF THE ORDINARY MEETING OF  
THE HEALEYFIELD PARISH COUNCIL  
HELD THURSDAY 25<sup>th</sup> APRIL 2024**

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

The Chairman opened the meeting at 7.02 p.m.

**1. Apologies for Absence**

Apologies were received from Cllrs. W Todd & A. Wallace  
It was **Resolved** to approve the absences as notified.

**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 27<sup>th</sup> March 2024 be accepted as true and correct records.

**4. Public Participation**

No members of the public were in attendance.

**5. Chair's Report**

The Chair reported that the Litter Pick was held on Saturday 13<sup>th</sup> April, and that the event saw a larger than normal turn out of residents. The Chair thanked everyone for their attendance, and all those who were involved in the organisation of what was a very successful event. The Chair also advised Council that the Clerk's annual appraisal had been performed during the month and that this will be discussed under agenda item 16.

**6. County Councillor Report**

- The County Councillors were not present.

**7. Correspondence**

- a. Northern Powergrid Foundation - Confirmation of receipt of Project Closure Report. 'Thank you, great read'.

It was **Resolved** to thank all those involved in the project, which has been successful in its goals, and to receive the correspondence.

- b. Cllr. Oliver – Drover Road Sign – added to current work programme. Expected completed within current financial year.

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

- c. Cllr. Oliver – Road signs at or near to street record road leading to Middle Heads farm, Rowley - added to current work programme. Expected completed within current financial year.

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

## 8. Finance

- a. Review & Approve End of Year Accounts

### Bank Reconciliation

Bank Account balance	£ 18,555.85
Less Outstanding Payments	£ -
Net Cash Balance	£ 18,555.85

### Cashbook

Opening Balance 1st April 2023	£ 19,414.40
Receipts	£ 16,655.17
Payments	£ 17,513.72
Closing Balance 31st March 2024	£ 18,555.85

The 2023/24 budget underspent by £2,444.71 due to delays in delivering planned projects and lower than anticipated General Administration due to the lack of a Parish Newsletter. The End of Year cash balance comprises allocated funds amounting to £12,744.07.

It was **Resolved** to approve the accounts for 2023/24 as presented.

- b. Review 2024 Financial Risk Assessment

It was **Resolved** to approve the 2024 Financial Risk Assessment

- c. Approve AGAR Certificate of Exemption

It was **Resolved** to certify Healeyfield Parish Council as exempt from a limited assurance review due to neither annual gross income, nor annual gross expenditure exceeding the defined threshold, and to submit AGAR 2023/24 Form 2 to advise the external auditor as such.

- d. Review & Approve the Asset Register

It was **Resolved** to approve the asset register for 2024.

e. Accounts for Payment – April

**Income**

Ref	Date	Description	Supplier	Budget Category	Total
259	02/04/2024	Precept 2024/25	Durham County Council	Precept	-£ 14,134.05
260	02/04/2024	LCTSS 2024/25	Durham County Council	LCTRS	-£ 83.00
261	12/04/2024	VAT Recovery 2023/24	HMRC	VAT Return	-£ 806.00
267	09/04/2024	Interest Gross	Instant Access Account	Bank Interest	-£ 18.27

**Payments**

Ref	Date	Description	Supplier	Budget Category	Net	VAT	Total
258	26/03/2024	HP Instant Ink Subscription	HP Instant Ink	Administration	4.57	0.92	5.49
262	04/04/2024	Managing Assets Course	CDALC	Training	10.00	0.00	10.00
263	04/04/2024	NALC & CDALC Subscription	CDALC	Subscriptions	253.64	0.00	253.64
264	05/04/2024	Stationery	Amazon Services Europe S.a.r.l. UK Branch	Administration	13.88	2.77	16.65
265	08/04/2024	Mobile Phone Top UP	GiffGaff	Administration	8.34	1.66	10.00
266	15/04/2024	Generator Hook-up Install	St John's Church Hall	NPG - 4.1 Generator Hook-Up Points	1000.00	0.00	1000.00
268	14/04/2024	Hosted Exchange Email account	A-Byte Computer Solutions Ltd	Administration	7.00	1.40	8.40
269	25/04/2024	Staff Costs	Clerk	Staff Costs	505.75	0.00	505.75
270	25/04/2024						

Note: Item 258 was invoiced and paid by Direct Debit prior to the end of March 2023, and therefore appears in last years accounts, but has been brought to this meeting for retrospective approval

It was **Resolved** to approve the accounts for payment for April 2024, with a caveat regarding item 263 pending agenda item 12.

f. Responsible Financial Officers Report

- The RFO updated the council on the following items:
  - Precept & LCTSS grant received from Durham County Council
  - VAT reclaim submitted and fund received from HMRC.

Bank Balances:

- Current £ 4,549.58
- Savings £ 28,020.94
- Total **£ 32,570.52**
  
- Less uncleared payments £ 777.79
- Cash Balance **£ 31,792.73**

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

**9. Clerk's Report**

a. The clerk reported the following:

- In line with legislation the Period of Electors Rights, which must commence no later than the 1st July and must include the first 10 working days in July, has been set to run from **Monday 3rd June to Friday 12th July** inclusive.
- The Department of Levelling Up, Housing and Communities (DLUHC) has released details of the appropriate sum for Section 137(4)(a) of the Local Government Act 1972 (the 1972 Act). For parish and town councils in England

the 2024-25 Section 137 Limit is £10.81 per elector (£9.93 per elector in 2023-24).

- The Council Insurance will automatically renew on 1<sup>st</sup> June 2024 – LTA expires 31 May 2025
- Moved Clerk Mobile phone onto PAYG (same provider), so instead of £6 per month for unlimited calls & texts, it will now be:
  - 25p per minute & 10p per text (8p per call for voicemail)
- b. Matter for Information  
Matters for Information where circulated prior to the meeting and no items were highlighted for discussion.

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

## 10. Planning Applications

None received.

## 11. Parish Event Planning

### a. Litter Pick

A review of the event was discussed by the Council.

It was **Resolved** to take the review into account for future litter pick events.

### b. D-Day 80<sup>th</sup> Anniversary

- i. Receive updates regarding planning for the event.
- ii. Scheduling planning meetings

Updates were received from the Clerk and Councillors regarding progress on preparations for this national event, including a quotation received for a fireworks display, and for the purchase of a Gazebo.

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

It was **Resolved** to approve the quotation for a fireworks display.

It was **Resolved** to approve the purchase of a Gazebo for use during this event and for future events.

It was **Resolved** to schedule weekly planning meetings for this event.

## 12. Review CDALC, NALC & SLCC membership.

- a. To determine continued membership for the next 12 months.

The Clerk explained the benefits of membership, specifically regarding the support provided to both the Council and the Clerk, and the value of being part of a network of local councils both locally and nationally.

It was **Resolved** to continue with membership of NALC & CDALC.

It was **Resolved** to approve payment item 263 within this month's payment summary.

**13. Website & Email - Migration to gov.uk domain**

- a. To receive a report on migrating to a gov.uk domain

It was **Resolved** for the Clerk to continue the investigations into this topic and to bring this back to the council at a future meeting.

**14. Castleside Show**

- a. To determine key milestones in the planning process

It was **Resolved** to continue the planning activities and keep this under regular review.

**15. Date of the next Ordinary Meeting**

- a. It was **Resolved** that the date and time of the next meeting is **Thursday 30<sup>th</sup> May 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.

**16. Confidential Items**

1 item was discussed.

Meeting ended at 9.02 pm

Chair .....

Date .....