



Email: [contact@healeyfieldparishcouncil.co.uk](mailto:contact@healeyfieldparishcouncil.co.uk)  
Visit our website at [www.healeyfieldparishcouncil.co.uk](http://www.healeyfieldparishcouncil.co.uk)  
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> JANUARY 2024**

**Present:** Cllr. A Pearson (Chair)  
Cllr. J Robson, Cllr. A Wallace, Cllr. W Todd, Cllr. K Spencer and Cllr. A Hird  
County Cllr. M. McGaun  
Mr. I Robson (Clerk)

The Chairman opened the meeting at 7.02 p.m.

**1. Apologies for Absence**

County Cllr. D. Oliver

**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 30<sup>th</sup> November & 19<sup>th</sup> December 2023 be accepted as true and correct records.

**4. Public Participation**

1 member of the public was in attendance.

**5. Chair's Report**

The Chair thanked those who helped get the lights down from the tree and packed away after the wonderful display the lights had provided over the festive season, with the hope that now the tree has been trimmed the display will be even grander next year.

The Chair read a letter from David Dixon expressing thanks and gratitude to the Council for bestowing the honour of Freeman upon him.

**6. County Councillor Report**

County Cllr. M. McGaun reported the following:

- Continuing to work on signage and road markings, A68 & Longedge Lane
- Proposed Residential Care Home on Front Street – DCC still working on a plan regarding parking arrangements.
- Durham County budget to be agreed at the full Council Meeting in February.
  - DCC have been asked to make further significant savings.
- Police & Crime Commissioner Elections to be held in May 2024.

Cllr. Wallace thanked County Cllr. McGaun for the resurfacing of Waskerley Way and reported he has received several positive comments regarding the resurfacing.

Cllr. Pearson reported that parking outside, and in the vicinity of, The Lilacs is becoming unacceptable and is starting to cause a safety issue.

## 7. Correspondence

- a. CDALC – Council voting for CDALC President launched

It was **Resolved** to receive the correspondence and for the Clerk to submit a vote on behalf of the Council for David Geddis.

- b. Bruno Peek – Beacon Event Registration & additional information.

It was **Resolved** to receive the information and for the Clerk to contact St John's Church regarding the 'Ringing for Peace' component of the national commemoration.

- c. Baccanalia – Events Company – information regarding services provided.

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

- d. Parish Council Committee – Agenda for next meeting and minutes of previous meeting.

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

## 8. Finance

- a. Accounts for Payment – December & January

Ref	Date	Description	Supplier	Total
223	20/12/2023	Generator Installation	Castleside Village Hall	£1,000.00
224	28/12/2023	Hosted Exchange Email Account	A-Byte Computer Solutions Ltd	£ 8.40
225	07/12/2023	Clerk Mobile Phone	GiffGaff	£ 6.00
226	15/12/2023	Information Commissioner's Office Fee	Information Commissioner's Office	£ 35.00
227	21/12/2023	Laminate Pouches	Amazon Services Europe S.a.r.L. UK Branch	£ 8.99
228	26/12/2023	HP Instant Ink Subscription	HP Instant Ink	£ 4.49
229	08/01/2024	Clerk Mobile Phone	GiffGaff	£ 6.00
230	23/12/2023	Extraordinary Mtg Room Hire	Castleside Village Hall	£ 20.00
231	31/12/2023	Warm Hub (Nov - Dec)	Castleside Village Hall	£ 423.41
232	01/01/2024	2024-25 Annual Web Hosting	A-Byte Computer Solutions Ltd	£ 316.80
233	12/01/2024	Fir Tree Trim	Olivers Tree Services Ltd	£ 126.00
234	14/01/2024	Hosted Exchange Email Account	A-Byte Computer Solutions Ltd	£ 8.40

235	09/01/2024	External Audit - Limited Assurance Review	Mazars LLP	£ 252.00
236	25/01/2024	Jan Salary	I Robson	£ 298.55
237	25/01/2024	Jan Salary - Income Tax	HMRC	£ 198.80

It was **Resolved** to approve the accounts for payment for December 2023 & January 2024.

b. Responsible Financial Officers Report

- The RFO updated the council on the following items:
    - Direct Debit setup to pay annual Information Commissioners Office Data Registration Fee - £5 reduction for Direct Debit - £35 per year.
    - Line item 210 (£36) has been paid twice, initially via Debit Card (238) and then via Faster Payment (210). Recovery of the duplicate payment is underway with SLCC's Finance department.
    - Invoice from Mazars for the Limited Assurance Review (External Audit) received – £252.00 incl. vat.
    - Village Hall Warm Hub funding has recommenced - £1,462.50 grant funding remaining.
- Bank Balance - £21,307.28
  - Less uncleared payments - £1,327.16
  - Cash Balance - £19,980.12

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

## 9. Clerk's Report

a. The clerk reported the following:

- HP Instant Ink subscription increasing by £1 per month to £5.49 from 26<sup>th</sup> Jan 2024.
- Defibrillator possible usage:
  - 9<sup>th</sup> Dec 2023 – checked and returned to service.
  - 6<sup>th</sup> Jan 2024 – checked and returned to service.
- Training update of courses taken and planned courses.

It was **Resolved** to retain the HP Instant Ink subscription at the 100-page plan.

It was **Resolved** for the clerk to proceed with booking the SLCC 'How to Organise Safe and Successful Community Events.

- Updates were received regarding Matters for Information.

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

## 10. Planning Applications

No planning applications were received.

## **11. Parish Event Planning**

- a. **Litter Pick** – Saturday 13<sup>th</sup> April
- b. **D-Day 80<sup>th</sup> Anniversary** – Thursday 6<sup>th</sup> June

Updates were received from the Clerk and Councillors regarding progress on preparations for these events. The Clerk advised that the Lord Lieutenant has accepted the Council's invitation to attend, and light the beacon.

It was **Resolved** for the Clerk to book the Village Hall for the Litter Pick.

## **12. Autumn Festival 2024**

- a. To discuss the proposal to not hold the Autumn Festival in 2023 and to use the time to investigate and prepare for a rebranded 'Castleside Show' in the Autumn of 2025.

It was **Resolved** to approve the proposal, but it was felt important to retain the Scarecrow Competition, and for this year only, to hold it around the D-Day Anniversary commemorations.

## **13. 2024 Newsletter**

- a. To agree Council plans for a newsletter(s) in 2024.

It was **Resolved** that the Council does intend to produce one printed newsletter per year.

## **14. Parish Boundary Fence**

- a. To receive quotations and determine next steps in replacing the parish boundary fences.

It was **Resolved** to proceed with investigations into funding possibilities.

## **15. Pyramid & Poppy Net – Memorandum of Understanding**

- a. To discuss and agree the proposed MoU for the transport, erection and storage of these items.

It was **Resolved** to approve the Memorandum of Understanding.

## **16. Eroded Road markings – junction of A68 & Longedge Lane**

- a. To discuss and agree Council actions regarding the current road marking issue.

It was **Resolved** that the Clerk will pass the information produced by Cllr. Wallace on this subject onto County Councillors.

## **17. St John's Church & Consett Brass Donation – Christmas Light Switch On**

- a. To discuss and resolve a donation for both organisations in relation to the Christmas Light Switch On event and the subsequent lighting of the Christmas Lights through December.

It was **Resolved** to approve a £30 donation to each organisation and to thank them for their support.

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

- a. It was **Resolved** that the date and time of the next meeting is Thursday 29<sup>th</sup> February 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.

### **19. Confidential Items**

None discussed.

Meeting ended at 8.52 pm