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Clerk: Mr Ian Robson - Tel: 07999 985 548

THE MINUTES OF THE ANNUAL MEETING OF HEALEYFIELD PARISH COUNCIL HELD THURSDAY 21st MAY 2026

Present: Cllr. A Pearson (Chair), Cllr. J Robson, Cllr. S Langlands, Cllr. A Wallace, Cllr. K Spencer and County Cllr. D Haney
Mr. I Robson (Clerk)

The Chairman opened the meeting at 7.15 p.m.

1. Election of Chairman

RESOLVED To elect Cllr. Adam Pearson as Chair for this year.

2. Acceptance of Office of Chairman

Cllr. Pearson signed the declaration of acceptance of office.

3. Election of Vice Chairman

RESOLVED To elect Cllr. Robson as vice-chair for this year.

4. Apologies for Absence

None received

5. Declarations of Interest

None received

6. Appointment of Internal Auditor

RESOLVED To appoint Gordon Fletcher (C.M.I.I.A.) as the Internal Auditor for 2026/27.

7. Agree minutes of the previous meeting

RESOLVED That the minutes of the Ordinary Meeting held on 30th April 2026 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 little time has passed since the previous meeting and therefore there is nothing to report for this meeting.

10. County Councillor Report

County Cllr. D Haney provided the following report:

- Shotley Bridge Hospital update
- Launched petition for County Durham road safety review
- Thanked the parish councillors for the first year of working together.

RESOLVED To receive, with thanks, the County Councillors report.

11. Correspondence

RESOLVED To receive the following correspondence.

- a. Resident – A68 Corridor – Outdated classifications and legacy routing data.

- b. Resident – Land behind 1-8 Wesley Terrace – Response to Parish Council.
- c. Co-organiser (Tour of Reservoir) – Planned timings for the event on 7th June.
- d. St John’s – Invitation to Rev. Jackson’s retirement event.
- e. Resident – Waterboard field adjacent to Village Hall

RESOLVED That the clerk attends to the following:

- To publish details of the road closure associated with the Tour of the Reservoir on the PC website.
- Cllr. Pearson will attend the retirement event to represent the council.
- To respond to the residents.

12. Clerk’s Report

a. The clerk reported on the following items:

- No requests were received to hold an election so the vacant seat can be filled via co-option.
- Print page limit exceeded for the month – additional charges incurred.

RESOLVED To receive the Clerk’s report.

b. Councillors to renew agreement to receive summons and agendas by email for the next 12 months

RESOLVED All Cllrs. resolved to receive summons and agendas by email.

c. Matters for Information

- i. WI Seat
- ii. Old Parish Records
- iii. Gateways Project
- iv. Flower Tubs
- v. War Memorial Lettering
- vi. Litter Pick – Post-event review

RESOLVED To receive the updates on matters for information

RESOLVED That the clerk attends to the following:

- To utilise S106 money to support the Gateways Project (c. £3,500).
- Contact Karbon Homes to investigate if funds are available to purchase litter picking equipment to be used for future litter picks.

13. Finance

a. Accounts for Payment

Ref	Description	Payee	Amount £
528	HMRC Employer Payment	HMRC	134.27
529	Lloyds Bank Account Charge	Lloyds Bank	4.25
530	Electric Strimmer	Screwfix	545.37
531	Safety Gloves	SafetyGloves.co.uk	19.14
532	Face Protector	The Safety Supply Company Ltd	17.40
533	Flower Tubs x 2 & Stone Trough x 1	Amberol Limited	717.72
534	CDALC Training Courses	CDALC	70.00
535	GiffGaff Phone Topup	GiffGaff	10.00
536 537	Staff Costs - May 2026		584.67
538	Clerk Expenses	I Robson	30.60

RESOLVED To approve the accounts for payment for May 2026.

Bank Balances	
Account	Balance £
Community Account	631.45
Instant Access Account	16,371.00
Hinckley & Rugby 45 Day	15,000.00
TOTAL	32,002.45

b. Receive Financial Regulations para 2.6 report

Cllr. Langlands inspected the April 20206 Bank Reconciliation and Bank Statements in line with Financial Regulations para 2.6 and found no exceptions to be reported to the council.

RESOLVED To receive the report

14. Annual Governance & Accountability Return (AGAR)

a. Review & Approve 2026 Review of Internal Control Report
RESOLVED To approve Review of Internal Control Report.

b. Internal Audit - Receive Annual Internal Audit Report
RESOLVED To receive the Annual Internal Audit Report.

c. Approve Annual Governance Statement
RESOLVED To approve the Annual Governance Statement.

d. Approve Commencement Date for exercise in public rights
RESOLVED To approve the Commencement Date for exercise in public rights.

15. Planning Applications

None received

16. Parish Event Planning

a. Castleside Village Festival – September 2026
i. The clerk provided an update.

RESOLVED To receive the updates

17. Document Review

a. Standing Orders
b. Financial Regulations

RESOLVED To approve the documents as presented

18. Strimming

RESOLVED To approve the Strimming Risk Assessment document.

RESOLVED To approve the addendum to the Clerks Contract

19. Roads, Footpaths & Verges requiring attention

RESOLVED To receive the update from Cllrs. Wallace & Pearson

RESOLVED To target July meeting as the date to discuss feedback from surveys.

20. Dog Fouling

RESOLVED Clerk to request a bigger bin for Rowley Bank to address the frequently overflowing bin from DCC.

RESOLVED To request residents report any instances of dog fouling. Details of how to report the issue will be included in the request which will be sent out via a community social media site.

21. Social Media

RESOLVED To discuss holding a community engagement survey, to be presented during the Castleside Festival.

22. Date of the next Ordinary Meeting

RESOLVED That the date and time of the next meeting be **Thursday 25th June 2026 at 7pm in St Johns Church Community Room.**

Meeting ended at 9.07 pm

Chair Date

DRAFT