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Clerk: Mr Ian Robson - Tel: 07999 985 548

**THE MINUTES OF THE ORDINARY MEETING OF
THE HEALEYFIELD PARISH COUNCIL
HELD WEDNESDAY 27th MARCH 2024**

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

The Chairman opened the meeting at 7.00 p.m.

1. Apologies for Absence

None received.

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 29th February 2024 be accepted as true and correct records.

4. Public Participation

1 member of the public was in attendance.

5. Chair's Report

The Chair reported that it had been a quiet month and mentioned the upcoming Litter Pick event on the 13th April 10am – 12pm, which start in Castleside Village Hall.

6. County Councillor Report

County Cllr. M McGaun & D Oliver updated the parish council on the following topics:

- North East Combined Authority
- New Employment Hub at New College Durham
- Digital Services
- DLI Museum and Art Gallery
- Meeting with Go Northeast regarding Consett area buses.
- Family Hubs

7. Correspondence

- a. DCC PROW – Parish Paths funding application 2024/25

It was **Resolved** to submit an application following receipt of a price from the DCC Public Rights of Way team.

- b. Durham Pride – Invitation to attend North East England Rainbow Alliance meeting and with it, the Durham Pride 2024 launch.

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

- c. Resident – Enquiry regarding Lincoln House Planning Application Reference DM/23/02562/FPA

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

- d. Resident – Castle Croft – Right of Way.

It was **Resolved** to receive the correspondence, however as the Parish Council has identified that there is no Public Right of Way in the location stated, no further action is required.

- e. Resident – Front Street – Right of Way

It was **Resolved** to receive the correspondence, however as the Parish Council has identified that there is no Public Right of Way in the location stated, no further action is required.

- f. Police – Community Fraud\Scam Awareness

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

8. Finance

- a. Accounts for Payment – March

Ref	Date	Description	Supplier	Total
249	07/03/2024	Clerk Mobile Phone	GiffGaff	£ 6.00
250	18/03/2024	Replacement Defib Pad	Turtle Engineering Limited	£ 71.97
251	28/01/2024	Organise Safe Events Course	SLCC	£ 162.00
252	14/03/2024	Hosted Exchange Email Account	A-Byte Computer Solutions Ltd	£ 8.40
253	19/03/2024	Litter Pick - Hall Hire	Castleside Village Hall	£ 20.00
254	19/03/2024	HFPC Event Planning meeting	Castleside Village Hall	£ 10.00
255 & 256	26/03/2024	Staffing Costs	March	£ 497.35
257	27/02/2024	HP Instant Ink Subscription	HP Instant Ink	£ 5.49

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

- b. Responsible Financial Officers Report

- The RFO updated the council on the following items:
 - Opened a business savings account to attract a level of interest rate, c. 1.30% for instant access.

- Budget – announced reduction in National Insurance will be managed within HMRC Basic Tools – no action required.
- Clerk Salary increase from 1st April – moving from spine point 14 (£14.21 p/hr) to 15 (£14.45 p/hr)
- AGAR 2023/24 Form received – deadline for submission 30 June 2024.

Bank Balances:

○ Current	£ 4,256.42
○ Savings	£ 15,002.67
○ Total	£ 19,259.09
○ Less uncleared payments	£ 697.75
○ Cash Balance	£ 18,561.34

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

9. Clerk's Report

a. The clerk reported the following:

- A portrait of His Majesty the King has been ordered.
- Request to purchase recommended publication to support CiLCA training.
- Defibrillator usage alerts:
 - Wed 28th February.
 - Sat 16th March.
 - New defibrillator pad purchased and installed.
- Northern Powergrid Foundation Project Closure Report Submitted.
- ICO Breach Self-assessment completed following the compromise of a councillor's personal email address.
- Updates were received regarding Matters for Information, including single quotation received for replacing Parish Wood stiles and repairing the Parish Wood boundary fence.

It was **Resolved** that the clerk should investigate obtaining access to the recommended publication for CiLCA via loan, or reference library.

It was **Resolved** to appoint J Purvis Agricultural Services to replace the Parish Wood stiles and repair the Parish Wood fencing.

It was **Resolved** that the Clerk should obtain quotations for the replacement of the Walking Routes sign located at the A68/A692 junction.

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

10. Planning Applications

None received.

11. Parish Event Planning

a. **Litter Pick** – Saturday 13th April

It was **Resolved** to receive Cllr. Spencer's report regarding preparations.

b. D-Day 80th Anniversary – Thursday 6th June

Updates were received from the Clerk and Councillors regarding progress on preparations for this national event.

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

12. Castleside Show

- a. To determine key milestones in the planning process

It was **Resolved** to defer this item to the next meeting.

13. A68 Missing chevron signs

- a. To determine parish council response

It was **Resolved** to thank Cllr. Wallace for bringing this to the council's attention and for the clerk to pass this onto County Councillors

14. 2024 Newsletter

- a. To receive quotations received to date and appoint a contractor.

It was **Resolved** to appoint MK Print Solutions to print the 2024 Parish Newsletter.

15. Website & Email – Migration to gov.uk domain

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

It was **Resolved** to defer this item until the next meeting.

16. St John's Church – Memorandum of Understanding (MoU)

- a. To agree the MoU

It was **Resolved** to approve the MoU.

17. Date of the next Ordinary Meeting

- a. It was **Resolved** that the date and time of the next meeting is Thursday 25th April 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.

18. Confidential Items

None discussed.

Meeting ended at 9.02 pm