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Clerk: Mr Ian Robson - Tel: 07999 985 548

## THE MINUTES OF THE ANNUAL MEETING OF HEALEYFIELD PARISH COUNCIL HELD THURSDAY 21<sup>st</sup> 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 30<sup>th</sup> 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- a. Resident – A68 Corridor – Outdated classifications and legacy routing data.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 7<sup>th</sup> 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.

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

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 25<sup>th</sup> June 2026 at 7pm in St Johns Church Community Room.**

Meeting ended at 9.07 pm

Chair .....

Date .....