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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 29<sup>th</sup> FEBRUARY 2024**

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

The Chairman opened the meeting at 7.00 p.m.

**1. Apologies for Absence**

Cllr. A Wallace

It was **Resolved** to accept apologies.

**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 25<sup>th</sup> January 2024 be accepted as true and correct records.

**4. Public Participation**

1 member of the public was in attendance.

**5. Chair's Report**

As the month has been so quiet the Chairman had nothing to report.

**6. County Councillor Report**

County Councillors where unable to attend.

**7. Correspondence**

- a. Resident – DCC Response to planning enquiry regarding former Smelters Arms site.  
It was **Resolved** to receive the correspondence.
- b. CDALC – Result of CDLAC President election.  
It was **Resolved** to receive the information.
- c. CDALC – Gov.uk Helper Service  
It was **Resolved** to receive the information and to add this as an agenda item to the next meeting.

- d. CDALC – King’s portrait.  
It was **Resolved** to apply for a portrait.
- e. North East Councils – Recruitment campaign  
It was **Resolved** to receive the information.
- f. Cllr. D Oliver – Longedge Lane Road Markings  
It was **Resolved** to receive the information.
- g. Resident – Parking along Church Street  
It was **Resolved** to receive the information and to add an article to the next parish council newsletter regarding considerate parking.
- h. Newton Newton Flags – Official D-Day 80 Flag of Peace  
It was **Resolved** to receive the information but not to purchase a flag.

## 8. Finance

### a. Accounts for Payment – February

Ref	Date	Description	Supplier	Total
238	06/11/2024	GDPR eLearning (Duplicate of 210)	SLCC	£ 36.00
239	30/01/2024	Reversal of 210 to clear duplicate payment	SLCC	-£ 36.00
240	01/02/2024	Storage Grove Church	Grove Methodist Church	£ 100.00
241	26/01/2024	HP Instant Ink Subscription	HP Instant Ink	£ 4.49
242	07/02/2024	Clerk Mobile Phone	GiffGaff	£ 6.00
243	14/02/2024	Hosted Exchange Email Account	A-Byte Computer Solutions Ltd	£ 8.40
244 & 245	29/02/2024	Feb Staffing Costs, including Income Tax	Staff	£ 497.35
246	29/02/2024	Christmas Tree Lighting Band Donation	Consett Brass	£ 30.00
247	29/02/2024	Christmas Tree Lights electric Donation	St John's Church	£ 30.00

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

### b. Responsible Financial Officers Report

- The RFO updated the council on the following items:
  - In compliance with Financial Regulations, para 2.2, see below, the bank reconciliations for January 2024, produced by the RFO, were verified, and signed by Cllr. Robson with no exceptions to be noted.

### Financial Regulations, para 2.2

*On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.*

- Proposal to open a business savings account to attract a level of interest rate, c. 1.30% for instant access.

It was **Resolved** that the RFO should setup a Notice savings account and an Instant savings account to maximise the interest received.

Bank Balance -	£ 19,905.63
Less uncleared payments -	£ 565.75
Cash Balance -	£ 19,339.88

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

## 9. Clerk's Report

a. The clerk reported the following:

- Website - Local Walks – Completed the addition of 'Healeyfield Parish Walk' and the 'WW1 Heritage Trail'
- Updates were received regarding Matters for Information.

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

## 10. Planning Applications

The following planning application was considered:

- *DM/23/02562/FPA Durham County Council*  
Lincoln House, Front Street, Castleside, Consett, DH8 9AR  
Change of use from a C3 (Dwelling House) to a C2 (Residential Institution) childrens home for up to 2 children with some external alterations.

It was **Resolved** to make no comment on this application.

## 11. Parish Event Planning

a. **Litter Pick** – Saturday 13<sup>th</sup> April

Cllr. Spencer provided an update on preparations for the litter pick.

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

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 this national event.

It was **Resolved** to receive the progress update.

## **12. Waskerley Way resurfacing**

- a. To discuss the final section of the Waskerley Way within Healeyfield Parish which has not been resurfaced.

It was **Resolved** to write to Genesis Project to understand if they have any intention to resurface the specific section of the Waskerley Way.

## **13. Pyramid & Poppy Net storage**

- a. To discuss MoU progress and 2023/24 activities

It was **Resolved** that Cllr. Spencer would contact Mr. Dixon regarding the Memorandum of Understanding.

It was **Resolved** that upon the mutual agreement of a Memorandum of Understanding that a payment for 2023/24 would be made.

## **14. 2024 Newsletter**

- a. To determine the contractor for the production of the 2024 Newsletter.

It was **Resolved** to defer this item until next month to allow additional time for potential contractors to submit quotations.

## **15. Castleside Show Update**

- a. To receive and approve the report from the working group.

It was **Resolved** to approve the verbal update presented by Cllr. Pearson, including the proposed date of the 3<sup>rd</sup> weekend of August 2025.

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

- a. It was **Resolved** that the date and time of the next meeting is Wednesday 27<sup>th</sup> March 2024, due to the usual date being Maundy Thursday.

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.

## **17. Confidential Items**

None discussed.

Meeting ended at 8.27 pm