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Clerk: Mr Ian Robson - Tel: 07790 492 384

**THE MINUTES OF THE ANNUAL MEETING OF
THE HEALEYFIELD PARISH COUNCIL
HELD THURSDAY 26th OCTOBER 2023**

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

The Chairman opened the meeting at 7.02 p.m.

1. Apologies for Absence

None presented.

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 28th September 2023 be accepted as a true and correct record.

4. Public Participation

Four members of the public were in attendance.

5. Chair's Report

The Chair thank everyone who was involved with the Freeman Presentation on the 29th September 2023 which was a great success. During the event David Dixon and Ann Scott were awarded Honorary Freedom of the Parish of Healeyfield. As Ann could not be in attendance Cllrs. Pearson and Robson visited her in hospital and made the presentation.

6. County Councillor Report

County Cllr. Oliver updated the council on the following items:

- Development of the North-East devolution deal and arrangements.
- Deadline for applying for school enrolment, 31st October 2023.
- Replacement primary school road sign on Consett Road.
- Parish walking sign at the A68 & A692 crossroads is not owned by Durham County Council.

- Members of the Public raised issues regarding footpaths and stiles which will be passed onto Durham County Council Public Rights of Way team.

It was **Resolved** to thank County Cllr. Oliver and to receive the report.

7. Correspondence

- a. Email – CDALC – D-Day 80th Anniversary planning.

It was **Resolved** to receive the correspondence and discuss the matter under agenda item 11.

- b. Email – DCC Electoral Services – Review of Polling Districts and Polling Places 2023

It was **Resolved** to receive the correspondence, but not to make comment as there are no planned changes within Healeyfield Parish.

- c. Telephone – Resident – Irthingvale Farm

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

- d. Telephone – Resident – Memorial bench installation at picnic area on Church Street.

It was **Resolved** to receive the update from the clerk that guidance was passed to the resident regarding how to contact in DCC on this matter.

- e. Email – CDALC – Taxbase & LCTRS Grant notification date & DCC 2024/25 savings consultation.

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

- f. Telephone – Resident – Fire damage in the Parish Wood.

It was **Resolved** to receive the correspondence and address any damage as part of an existing fence repair action.

- g. Telephone – Resident – Notice published outside Castleside Youth Club regarding demolition.

The clerk advised that they had provided the resident with the relevant planning application number and the website address for the Durham County Council planning portal to allow the resident to comment directly.

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

8. Finance

a. Accounts for Payment – October

Ref	Date	Description	Supplier	Budget Category	Net £	VAT £	Total £
193	29/09/2023	SLCC Membership 23/24	SLCC	Subscriptions	112.00	-	112.00
194	02/10/2023	Freeman Presentation Buffet	Allisons Catering Services	Village Projects	195.00	-	195.00
195	06/10/2023	Freeman Certificates	J Stokoe	Village Projects	35.10	-	35.10
196	10/10/2023	NI Underpayment 2017/18 & 2018/19	HMRC	Salaries	112.60	-	112.60
197	10/10/2023	Grass Cutting & Strimming - Sep	RB Tree & Landscapes Ltd	Grounds Maintenance	710.00	142.00	852.00
198	10/10/2023	Scarecrow Cup Engraving	J Robson	Village Projects	6.00	-	6.00
199	30/09/2023	45 x Rosettes (Autumn Festival)	Richardson Design Ltd	Village Projects	63.90	12.78	76.68
200	13/10/2023	Freeman Hall Hire	Castleside Village Hall	Village Projects	20.00	-	20.00
201	14/10/2023	Hosted Exchange Email Account	A-Byte Computer Solutions Ltd	General Administration	7.00	1.40	8.40
202	26/10/2023	Oct Salary	I Robson	Salaries	277.55	-	277.55
203	26/10/2023	Oct Salary - Income Tax	HMRC	Salaries	184.80	-	184.80

It was **Resolved** to approve the accounts for payment for October 2023.

b. Responsible Financial Officers Report

Bank Balance - £26,915.10

Less uncleared payments - £1,538.03

Cash Balance - £25,377.07

- HMRC letter received regarding underpayment of National Insurance for a previous employee over the years (2017/18 & 2018/19) to the amount of £112.60.
- Draft Budget for 2024/25 presented to the Council.

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

9. Clerk's Report

a. The clerk reported the following:

- SLCC membership renewed.

- Defibrillator pads expire end of Nov-23 – new pads to be ordered.
- Parish Council meeting calendar for 2024 for Village Hall booking.
 - 25th Jan / 29th Feb / 28th Mar / 25th April / 30th May / 27th Jun / 25th July / 26th Sep / 31st Oct / 28th Nov
- Proposed that the Parish Clerk obtains a dedicated mobile telephone number for Parish Council business.
- Updates were received regarding Matters for Information.

It was **Resolved** that the clerk should purchase new defibrillator pads.

It was **Resolved** that the clerk should book the Village Hall meeting room for parish council meetings for 2024.

It was **Resolved** that the clerk should obtain a dedicated mobile phone number via the most cost-effective and practical option.

It was **Resolved** to accept the Clerks report.

10. Planning Applications

The following planning application was considered:

- DM/23/02939/FPA - Mr Ryan Cole
Land North West Of 2 Sycamore Court, Rowley, DH8 9AD
The construction of a 18.29m x 12.19m commercial building to be used for the storage of agricultural machinery and a workshop.

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

11. Parish Event Planning

To discuss and agree items related to the following planned events.

- Remembrance Sunday** – 12th November
- Christmas Tree ‘Switch On’** – 30th November

It was **Resolved** to purchase lighting equipment to support the installation in St John’s Church Garden.

It was **Resolved** to suspend Standing Order paragraph 3.w. to allow the meeting to extend beyond 2 hours for a further 15 minutes.

- Litter Pick**

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

- 80th Anniversary of D-Day**

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

12. The Lilacs

- To review the situation regarding the resident.

It was **Resolved** to defer this item.

13. Autumn Festival Review

- a. To review the event.

It was **Resolved** to receive the comments and feedback from Councillors regarding the event.

14. Freeman Presentation Review

- a. To review the event.

It was **Resolved** to receive the comments and feedback from Councillors regarding the event.

15. Winter Planting

- a. To agree future planting.

It was **Resolved** to continue with the existing contractor for the provision of the parish flower tubs.

16. Christmas Tree Trim

- a. To agree plan for trimming Christmas tree.

It was **Resolved** to identify a qualified contractor to advise on the upkeep and maintenance of the Christmas Tree.

17. Date of the next Ordinary Meeting

- a. It was **Resolved** that the date and time of the next meeting is Thursday 30th November 2023.

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

No items were discussed.

Meeting ended at 9.18 pm