



**THE MINUTES OF THE ORDINARY MEETING OF  
THE HEALEYFIELD PARISH COUNCIL  
HELD THURSDAY 27<sup>th</sup> APRIL 2023**

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

The Chairman opened the meeting at 7.01 p.m.

**1. Apologies for Absence**

County Cllr M McGaun

**2. Declarations of Interest**

None

**3. Agree minutes of the previous meeting**

It was **Resolved** that minutes of the ordinary meeting held on 30<sup>th</sup> March 2023 be accepted as a true and correct record.

**4. Public Participation**

None

**5. Chair's Report**

The Chair thanked everyone who helped organise, and those who took part in, the Litter Pick held on the 16<sup>th</sup> April. The event saw a good number of residents turn up to help. The School field seemed to have accumulated the largest amount of litter from the areas visited, and it was necessary to contact Durham County Council for specialist attention for specific areas and materials.

**6. County Councillor Report**

County Cllr. Oliver updated the meeting on the following:

- Hownsgill Incinerator – pending final appeal from the applicant. Expected by 26<sup>th</sup> June 2023.
- Police Statistics – Spoke to the Neighbourhood Police Sergeant about statistics for the area.
- Overhanging Branches on A68 – Not addressed yet.
- Consett Road verge – change in Highway Services teams – new team investigating.

- Worn Speed Signs & Road Fencing – being progressed.
- Visited local wood and met Woodland Trust representatives.

## 7. Correspondence

- a. Email – Resident  
Dead Moles on Healeyfield Lane

It was **Resolved** that as the Parish Council has no powers in this area the clerk would contact the Local Authority regarding this matter.

- b. Email – Durham Pride  
Request for financial contribution of £250 for Durham Pride

It was **Resolved** to decline the request as the Parish Council's policy only supports grants\donations within the Parish Council.

- c. Letter – Richard Holden MP  
Requesting both, details of celebratory events in the Parish, and details of any National Lottery grants to fund a Coronation legacy project.

It was **Resolved** to receive the correspondence and thank the clerk for responding to Richard Holdens email advising of the calendar of events for the coronation, and for councillors to raise any projects as potential items to be added to future agenda.

- d. Email – Neighbourhood Warden  
Received reports of fly posting, requesting information from the Parish Council

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

- e. Email – Resident  
Dog Poo bins require emptying, especially the bin at the top of Rowley Bank on the A68.

It was **Resolved** for the clerk to raise this with DCC and request that the bin be emptied more frequently.

## 8. Finance

- a. Review & Approve End of Year Accounts

Bank reconciliation	
Bank Account balance	£ 21,376.32
Less Outstanding Payments	£ 1,961.92
Net Cash Balance	£ 19,414.40

Cashbook	
Opening Balance 1 <sup>st</sup> April 2022	£ 19,143.69
Receipts	£ 25,298.79
Payments	£ 25,028.08
Closing Balance 31 <sup>st</sup> March 2023	£ 19,414.40

The budget underspent by £3,683.38 due to grants received in support of Village Projects and lower than anticipated General Administration costs. The End of Year cash balance comprises allocated funds amounting to £13,800.07.

It was **Resolved** to approve the accounts for 2022/23 as presented.

b. Review & Adopt Financial Risk Assessment

It was **Resolved** to approve, adopt and publish the Financial Risk Assessment.

c. Variable Direct debit resolution

As required by Finance Regulations (para 6.7) it was **Resolved** that the variable direct debits currently in use be approved for a further 2 years.

d. Accounts for Payment – April 2023

Ref	Date	Description	Supplier	Budget Category	Net	VAT	Total
131	01/04/2023	Precept 2023/24	Durham County Council	Precept	-£ 13,461.00	£ -	-£ 13,461.00
132	01/04/2023	LCTSS 2023/24	Durham County Council	LCTRS	-£ 140.00	£ -	-£ 140.00
133	12/04/2023	VAT Recovery 2022/23	HMRC	VAT Return	-£ 2,185.74	£ -	-£ 2,185.74
134	01/04/2023	Hosted Exchange Email Account	A-Byte Computer Solutions Ltd	General Administration	£ 7.00	£ 1.40	£ 8.40
135	17/04/2023	24 Coronation Balloons	Amazon Services Europe S.a.r.L.	Village Projects	£ 4.16	£ 0.83	£ 4.99
136	17/04/2023	40 Coronation Balloons	Amazon Services Europe S.a.r.L. UK Branch	Village Projects	£ 5.82	£ 1.17	£ 6.99
137	17/04/2023	200 White Napkins	Venus Packaging Solutions Ltd	Village Projects	£ 13.29	£ 2.66	£ 15.95
138	17/04/2023	175 Rigid Paper Plates	Signature Packaging Limited	Village Projects	£ 24.94	£ 5.00	£ 29.94
139	17/04/2023	400 Knives & Forks (200ea)	Invero Limited	Village Projects	£ 16.64	£ 3.34	£ 19.98
140	18/04/2023	Litter Pick - Hall Hire	Castleside Village Hall	Village Projects	£ 20.00	£ -	£ 20.00
141	19/04/2023	CDALC & NALC Membership Fee	CDALC	Subscriptions	£ 224.56	£ -	£ 224.56
142	24/04/2023	Working Group - Hall Hire	Castleside Village Hall	Village Projects	£ 15.00	£ -	£ 15.00
143	27/04/2023	April Salary	I Robson	Salaries	£ 369.95	£ -	£ 369.95
144	27/04/2023	April Salary - Income Tax	HMRC	Salaries	£ 92.40	£ -	£ 92.40

It was **Resolved** that the above accounts be approved for payment.

## e. Responsible Finance Officers Report

### Account Balance Summary Update

- Bank Balance - £ 35,123.29
- Less uncleared payments - £ 730.31
- Cash Balance - £ 34,392.98

The RFO reported that:

- The new budget sheet had been setup which implements the agreed budget categories and amounts, as well as declaring ring-fenced funds.
- To fall in line with sector standards the Bank Reconciliation statement has changed format.

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

## 9. Clerk's Report

The clerk advised of the following:

- Flyers have been posted in the Parish Noticeboards, and on the website, to advertise the Email Newsletter sign-up. The flyer had also been shared on social media thanks to the Castleside Community Facebook page administrator.
- The Spring 2023 Newsletter has been partially printed and is being distributed to Castleside Club & Castleside Village Hall.
- To date a total of 43 individuals have signed up to receive the email Newsletter.
- Email Newsletter to be sent week commencing 1<sup>st</sup> May, to take advantage of additional email sign-ups, and as a reminder regarding the Coronation events.
- The Council Insurance will automatically renew on 1<sup>st</sup> June 2023 as part of the 3 year deal, with no changes being made or notified.
- Updates were received regarding Matters for Information.

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

## 10. Planning Applications

- a. DM/23/00730/FPA - Mr Simon Cartmel  
5 Moorland View, Castleside, Consett, DH8 9QU  
Extend dropped kerb to front.

It was **Resolved** to not make any comment on this application.

- b. DM/23/00962/FPA - Mr \_ Mrs Alan \_ Ann Slater  
10 Church Street, Castleside, Consett. DH8 9QW  
Rear elevation single storey extension.

It was **Resolved** to not make any comment on this application.

## 11. Parish Event Planning

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

- a. **King's Coronation Celebration** – 6<sup>th</sup> May
- b. **National Volunteering Day** – 8<sup>th</sup> May

c. **Autumn Festival** – 24<sup>th</sup> Sep

It was **Resolved** to ratify the report and recommendations from the King's Coronation working group, including setting the ticket price for the Coronation Celebration at £9 to ensure that the event does not make a loss.

**12. Civility & Respect Project - Taking the Pledge**

- a. To discuss the civility and respect project.

It was **Resolved** to decline the offer to support the Civility & Respect Project.

**13. Castleside Club Photo**

- a. To discuss a plaque to explain what the picture is of, from when etc.

It was **Resolved** for the clerk to investigate the design and production of a brass-coloured plaque mounted on timber.

**14. Official Opening of WW1 Trail**

- a. To discuss holding an official opening for the WW1 Trail

It was **Resolved** to hold a small opening ceremony be held in time to include photographs and a report of the event in the summer printed Parish News magazine.

**15. Date of the next Ordinary Meeting**

It was **Resolved** that the date and time of the next meeting is Thu 25<sup>th</sup> May 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.

**16. Confidential Items**

No items to be discussed.

Meeting ended at 8.47 pm.