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**THE MINUTES OF THE ANNUAL MEETING OF
THE HEALEYFIELD PARISH COUNCIL
HELD THURSDAY 28th SEPTEMBER 2023**

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

The Chairman opened the meeting at 7.00 p.m.

1. Apologies for Absence

Cllr. A Hird

Cllr. B Todd

It was **Resolved** to accept apologies as 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 27th July 2023 & the Extraordinary Meeting held on 7th August 2023, be accepted as a true and correct records.

4. Public Participation

One member of the public was in attendance.

5. Chair's Report

The Chair reported that the Autumn Festival went well despite fewer attendees than previous years, but that was expected due to the absence of the school choir which brings in relatives of the children. There were a good number of entries into the Autumn Festival categories, which was pleasing to see. The chair expressed his thanks to all those who were involved in planning and delivering the Autumn Festival, especially those not on the Parish Council who gave up their time to help with this parish event.

6. County Councillor Report

County Cllr. Oliver reported the following to the council:

- Consett Incinerator – rejected by Minister but notified that a final appeal has been lodged by the applicant.
- Akley Heads Site – Durham Innovation District created around the existing site.

- New Taxi Licensing policy – Agreed at recent full DCC Council.
- Climate Champions Award – open for nominations for organisations.

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

7. Correspondence

- a. Email – Spatial Policy Team (DCC) – Application for designation of a Neighbourhood Area & Forum for unparished land comprising Benfieldside, Consett North, Consett South, Delves Lane, Leadgate and Medomsley.

It was **Resolved** to make a response in support of the application.

- b. Email – Resident – Site of Smelters Pub

It was **Resolved** to respond to the resident that the Council shares the views of the resident however this matter is outside the remit of the Parish Council and would need the resident to raise this directly with Durham County Council.

- c. Email – Castleside Village Hall – Drovers Dell Benches

It was **Resolved** that the benches are the responsibility of Castleside Village Hall as they were donated, and therefore the Parish Council has no responsibility for their repair or removal.

- d. Email – Anne Hitch - Recycling Information including Parish Council Newsletter Information

It was **Resolved** that the information be received.

- e. Email – Cllr. D. Oliver - Modest funding available for any activity to promote the King's Coronation

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

- f. Email - David Harris – Trustee (James Hetherington Award) - I am emailing all Parish/Town Councils within the DH postcode area to ask if they could assist us in advertising this competition via social media platforms or other, more traditional means, so that we can reach as many promising young musicians and singers as possible.

It was **Resolved** to publish this on the Parish Council website and to ensure that Castleside Primary School is aware of the award.

- g. Email - Jo Cox Commission via NALC/CDALC - if Members, as a council or individually, would like to submit evidence to the commission, particularly suggestions for concrete recommendations, to please share their ideas with the Commission by the end of September.

It was **Resolved** that the information be received, however there are no items to share with the commission.

8. Finance

a. Accounts for Payment – August & September

Ref	Date	Description	Supplier	Budget Category	Net	VAT	Total
173	08/08/2023	Drovers Dell Refurbishment Donation	Castleside Village Hall	Capital Village Projects	1,000.00	-	1,000.00
174	26/07/2023	HP Instant Ink Subscription	HP Instant Ink	General Administration	3.74	0.75	4.49
175	27/07/2023	Councillor Training	CDALC	Training	10.00	-	10.00
176	05/08/2023	Extraordinary Mtg Room Hire	Castleside Village Hall	General Administration	20.00	-	20.00
177	14/08/2023	Hosted Exchange Email Account	A-Byte Computer Solutions Ltd	General Administration	7.00	1.40	8.40
178	25/08/2023	Church St Car Park Chippings	RB Tree & Landscapes Ltd	Grounds Maintenance	450.00	90.00	540.00
179	26/08/2023	HP Instant Ink Subscription	HP Instant Ink	General Administration	3.74	0.75	4.49
180	27/08/2023	Notice Board Spanner Key	Ad Fontes Company Limited	General Administration	4.57	0.92	5.49
181	31/08/2023	Aug Salary	I Robson	Salaries	369.95	-	369.95
182	31/08/2023	Aug Salary - Income Tax	HMRC	Salaries	92.40	-	92.40
183	09/09/2023	6 x 2nd Class Stamps	Card Factory	Village Projects	6.00	-	6.00
184	14/09/2023	Hosted Exchange Email Account	A-Byte Computer Solutions Ltd	General Administration	7.00	1.40	8.40
185	28/09/2023	Sep Salary	I Robson	Salaries	277.55	-	277.55
186	28/09/2023	Sep Salary - Income Tax	HMRC	Salaries	184.80	-	184.80
187	22/09/2023	Autumn Festival Food	Morrisons & Tesco	Village Projects	27.29	-	27.29
188	23/09/2023	Autumn Festival Food	Food Sales	Village Projects	36.76	-	36.76
189	25/09/2023	Freeman Shields (x2)	Shaws & Sons Limited	Village Projects	184.35	36.87	221.22
190	22/09/2023	Notice Board Pins	PINVAK LTD	General Administration	3.32	0.67	3.99
191	01/08/2023	Storage Grove Church	Grove Methodist Church	Donations incl. Storage	100.00	-	100.00
192	26/09/2023	HP Instant Ink Subscription	HP Instant Ink	General Administration	3.74	0.75	4.49

It was **Resolved** to approve the accounts for payment for August & September 2023.

b. Responsible Financial Officers Report

Bank Balance - £28,523.66

Less uncleared payments - £1,266.46

Cash Balance - £27,257.20

The RFO reported that:

- Cash taken at the Autumn Festival from Food & Drink sales, excluding Village Hall sales, £36.76.
- Tax code change received from HMRC for Clerk.

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

9. Clerk's Report

a. The clerk reported the following:

- No applications have been received regarding the advertised Councillor vacancy.
- External Audit completed and publicised on the Parish Council website.
- SLCC subscription renewal was discussed and the council approved renewal for another year. The amount is included in the budget for the year.
- NALC are reviewing Model Financial Regulations which were last updated in 2019.
- Village Hall have advised that the current plan is for the Warm Space events to resume on the first Thursday in November, opening for 4 hours between 10 am and 2 pm.
- Ongoing and repeated Dog Fouling in the old playing field behind Consett Road was reported by a resident to Cllr. Robson. Clerk has reported to DCC Dog Wardens.
- Updates were received regarding Matters for Information.

It was **Resolved** to approve the renewal of the SLCC membership.

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

10. Planning Applications

No planning applications were received.

11. Parish Event Planning

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

- a. **Remembrance Sunday** – 12th November
- b. **Christmas Tree 'Switch On'** – 30th November
- c. **Litter Pick** – Date TBA
- d. **80th Anniversary of D-Day** – Date TBA

It was **Resolved** to purchase items to light up the Christmas Tree area to allow attendees at the switch on event to read their carol sheet.

12. The Lilacs

- a. To review the situation regarding the resident correspondence from a previous month.

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

13. Website

- a. To discuss the creation of an area to store and share media documenting Parish Council events.
- b. To discuss the creation of a Parish Walks area to facilitate the sharing and downloading of brochures and maps, e.g., WW1 trail.

It was **Resolved** for the Clerk to arrange for additional navigation links to be added to the website and for the creation of sub-pages to store parish event specific media.

14. Resurfacing of Waskerley Way from Whitehall to almost Hownsgill Viaduct

- a. To consider issuing a 'thank you' to the DCC Countryside Team.

It was **Resolved** to write to Durham County Council to recognise the work done on Waskerley Way and to request when the viaduct will be resurfaced.

15. Date of the next Ordinary Meeting

- a. It was **Resolved** that the date and time of the next meeting is Thursday 26th October 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 were discussed.

Meeting ended at 8.43 pm