



**THE MINUTES OF THE ORDINARY MEETING OF
THE HEALEYFIELD PARISH COUNCIL
HELD THURSDAY 28 APRIL 2022**

Present:

Councillor A. Pearson (Chair)

Councillors J. Robson, A. Wallace, D. Dixon, A. Hird, K. Spencer

Durham County Councillors M. McGaun, D. Oliver

L. Standish (Clerk and Responsible Financial Officer)

1. Apologies for Absence
None
2. Declarations of Interest
None
3. Public Participation
None
4. Chairman's Report
No new business to report
5. Confirm Minutes of Ordinary Meeting held on 31 March 2022 **AGREED**
6. County Councillor Report
 - a. Councillors discussed county halls plans for the new building at county hall and utilising other local sites. Enabling staff to be more localised and accessible to the public, following COVID. The new build at county hall will be smaller and just key services.
 - b. There will also be filming around the wider areas for short videos for the City of Culture, Durham is a County of Culture rather than just a city. This had more media attention lately with being discussed in parliament.
 - c. More funds were offered for the jubilee from the councillors' small grants.
 - d. Karbon Homes have had some maintenance issues in the area, councillor's will be meeting with Karbon Homes to discuss.
 - e. Councillors discussed the issue with the bus stop design costs. A new plastic shelter has been awarded but is not what the parish council requested. This design is cheaper and easier to maintain, councillors will chase with county hall.
7. Correspondence
 - a. 12.04.22 Email from Castleside Photography Group regarding updated details for the club

- b. 13.04.22 Email from a resident regarding the renovation of parish benches. Clerk to respond to resident.
 - c. 19.04.22 Email from county councillors offering funds for the Queens Jubilee events, clerk forwarded the application form to Councillor Pearson to complete.
 - d. 22.04.22 Email from Durham County Council regarding the removal of the CCTV pole being carried out 22 May.
 - e. 25.04.22 Email from Durham County Council advising that all road closures will be sealed under one order and the paperwork should be received 2 weeks prior to the events.
 - f. 27.04.22 Email from a resident offering services to the Queens Jubilee events. Clerk to respond and invite resident to our next meeting.
8. Finance
- a. End of Year Accounts
The final parish council balance = £19,144, bank balance = £19,620 less uncleared cheques of £476. The figures coincide with what was budgeted for in 2021, grounds maintenance overspent which was due to the bench refurbishment programme.
AGREED
 - b. Asset Register
The asset register has been updated to include the refurbished benches, as per Councillor Wallaces report and the addition of new Marmax seats, the fossil plaque and banners. The total of £35,173 will be entered on AGAR. **AGREED**
 - c. AGAR
Balance of £19,144, Assets of £35,173, Income of £12,254 and expenditure of £17,603 from end of year accounts to be entered on AGAR. Chairman completed the Annual Governance Statement. Accounts to be forwarded to Mr Coates for auditing prior to forwarding to MAZAR by 30 June. **AGREED**
 - d. Notice Of Public Rights & Publication of AGAR. It was **AGREED** that the notice will be published 30 June and accounts available 1 July to 11 August, as in previous years.
 - e. Accounts for Payment – April
Precept of £13,042 and VAT reimbursement of £1,648 have been received. Items of expenditure over £100 is CDALC renewal ££285 **AGREED**
 - f. Account Summary Update – April
Bank balance = £33,8016 less uncleared cheques £595, parish council balance = £33,211. **AGREED**
9. Clerk's Report
- a. Clerk responded to Lanchester's letter regarding Pluto being declassified
 - b. An online events form has been completed for St Johns Ambulance to attend and a quote has now been received for £277 including £46 VAT **AGREED**
 - c. A 30-day credit account has been opened with Total Merchandise, a quote for 475 mugs was obtained, 375 for the parish and 100 for the school, as requested via email. The Invoice and proof have now been received; a delivery address is required prior to confirmation of the order. Councillor Hird **AGREED** to accept delivery. It was **AGREED** to charge the school £390 for 100 mugs.
 - d. The website has been updated for the jubilee celebrations.
 - e. A quote has been received as per Councillor Wallace's report for replacement benches from Marmax for £893, including £149 VAT. It was **AGREED** to go ahead with the order with the removal of the delivery charge of £50, as the contractor has agreed to collect.

- f. The “do it online” application, SAG, for the road closures still needs to be completed. Councillor Pearson to complete.
 - g. A copy of the newsletters for 2021 still need to be forwarded to upload on to the website. Councillor Pearson will forward a copy to the clerk.
 - h. The complaint for Consett Road was chased again with Durham County Council 24.04.22 but still not had a response.
 - i. A quote has been received for the repairs to the existing parish benches. It was **AGREED** to go ahead with GMS to carry out the repairs at a net cost of £2,450.
 - j. 1 confidential matter to be discussed
10. Insurance Renewal
4 Insurance companies were contacted, 1 only insured bigger councils, 1 was from our current supplier, 1 was not suitable as it would not cover the upcoming jubilee celebrations or parish woods, and 1 for an annual or 3-year contract. It was **AGREED** to renew with BHIB for a 3-year contract at an annual cost of £712 commencing 1 June 2022.
11. Planning Applications
- a. **Weekly List 11.04.22**
DM/21/03388/OUT Prospect Estates Ltd
Land to the Rear Of 1 To 8 Wesley Terrace Castleside Industrial Estate Castleside DH8 9QB. Outline consent for Residential development of up to 21 units, including details of access, with all other matters reserved. Clerk to respond with regards to the provision of 2 salt bins and the Way of Light footpath surfacing.
12. Outstanding Items
There’s been no response from the Public Rights of Way Team. Item 5 is awaiting a report and delayed until next meeting. Item 7 to 11 are ongoing. Items 12 and 19 have now been completed. Item 13 has had no response, clerk to chase. Item 16 will be chased by Councillor McGaun. Item 20 is near completion awaiting internal audit.
13. Parish Woods Review
No update
14. Queens Jubilee Review
- a. Thursday 2 June – Beacon and firework event. The site will open and food will be available from 9pm. The beacon will be lit at 9.45pm the fireworks will commence at 10.15pm. The Application to Durham County Council and Beacon Management are booked for 6-8pm which needs to be updated, clerk to forward details to Councillor Pearson. Councillor Dixon to organise lighting, risk assessment and straw bales, which can be hired at £3.50 per bale. It was **AGREED** to hire 30, there is no charge for undamaged returned bales. Richard Holden to be invited to light the beacon, Councillor Oliver to contact.
 - b. Friday 3 June – Chruch service at St Johns church at 10am. The Union Flag will be flown outside, the bell will be rung prior to the service. There’s £50 charge for the organist and the church requested that masks be worn inside. Formal invites will be sent out, using the Remembrance list as a basis.
 - c. Saturday 4 June – Jubilee Jive. Doors open 7.30pm, band will commence 8pm, pie and peas will be served 8.45pm and bingo available. The band will recommence at 9.30pm and end approximately 10.45pm. Ticket price is £7 and on sale at Castlside

Club, the computer in Morrisons and from Councillor Robson. Clerk to price napkins, plates and cutlery. Tickets and posters to follow.

- d. Sunday 5 June – Village Hall Street Party 3 to 5pm. It was **AGREED** that the parish council will provide for a catering rather than residents bring their own food. Councillor Hird to contact a caterer, approximately £5 per head x 80. Councillor Pearson has received some decorations. School choir to perform at approximately 4.30pm. The village hall bar will be open, a meeting to be arranged with the village hall and some members of the parish. It was suggested that there be a fancy-dress competition, may be kings and queens or red/white/blue themed, possibly a treasure hunt and face painting.

There will be a free mug for each household within the parish council which be available for collection over the 4-day events. The voters list will be used, a copy to be forwarded to Councillor Pearson by the clerk.

- 15. Date of Next Annual Meeting, Parish Meeting of Electors & Ordinary Meeting
26 May 2022 at 7pm
- 16. Confidential Items
1 item

Signed Cllr A Pearson Chair of the Council

- 16. Confidential Items