



**THE MINUTES OF THE ORDINARY MEETING OF
THE HEALEYFIELD PARISH COUNCIL
HELD THURSDAY 30 JUNE 2022**

Present: Cllr. A Pearson (Chair)

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

Durham County Cllr. M McGaun,
Durham County Cllr. D Oliver

L Standish (Clerk and Responsible Financial Officer)
I Robson (Clerk and Responsible Financial Officer)

1. **Apologies for Absence:**

None

2. **Declarations of Interest:**

None

3. **Public Participation:**

A member of the public was welcomed to the meeting.

4. **Chairman's Report:**

The Chairman reflected upon the success of the Jubilee weekend celebrations within the Parish and reported lots of positive feedback received and thanked all those who had contributed to organising and running of the individual events.

The flower tubs have been replanted and have received positive feedback from residents.

5. **Confirm Minutes of Ordinary Meeting:**

It was **RESOLVED** that minutes of the ordinary meeting held on 26 May 2022 be accepted as a true and correct record.

6. **County Councillor Report:**

County Cllrs. Michael McGaun and Doug Oliver provided an update on the following areas:

- a. Consett Swimming Pool is to reopen on Friday 1st July at 6.30am.

- b. The planning application to change what was to be the new County Council HQ in Durham from an Office Block to an Educational establishment is to be considered on Tues 5th July.
- c. Government's Council Tax rebate scheme – those who pay council tax via Direct Debit will have automatically received the rebate however, across the county approx. 79,000 don't pay by direct debit. DCC have written to all who don't pay by direct debit informing how to apply for the rebate. 43,000 have applied, of which 34,000 have been paid, but request made for anyone who hasn't applied for the rebate to do so.
- d. County Cllr's McGaun & Oliver to meet with the new Highways Department Officer allocated to the area to discuss the Speed Visors within the village.
- e. County Cllr's McGaun & Oliver met with a resident to discuss the access to Maudeville and the connection with Drover Road, specifically regarding visibility.
- f. An issue regarding a property on Church Street has been passed to DCC officers to investigate.

Questions to County Councillors:

- g. Cllr. Pearson raised an issue with trees overhanging from the wood near the picnic area off the A68 at Rowley which is blocking view of the Rowley Baptist Church sign. County Cllr's agreed to raise with DCC Highways and Clean & Green team.
- h. Cllr. Pearson asked how DCC are planning to respond to the cost of living crisis facing residents. County Cllr McGaun agreed to speak to the portfolio owner to obtain a response.

7. **Correspondence:**

- a. Councillors considered an approach by a Newcastle based landscaper and ground maintenance company looking for potential work.
Resolved – to retain the current ground maintenance company. Summer grass cutting to be arranged with the current contractor.
- b. Councillors considered an email from a local resident requesting that a jubilee mug is delivered to them, and to a neighbour, as they are unable to collect.
Resolved – that jubilee mugs be delivered to the resident and to their neighbour. Cllr. J Robson advised that the mugs had been delivered.
- c. Councillors considered information provided by a resident regarding branches of a tree obscuring the view of speed warning signs for vehicles travelling north on the A68.
Resolved – to pass the information to County Cllrs. to raise with DCC Highways.
- d. Councillors considered information provided by a resident regarding an overgrown verge between 30 Church Street and Brookside Cottage.
Resolved – to chase DCC for progress regarding the cutting of the verge.
- e. Councillors considered information provided by a resident regarding the poor condition and state of repair of an adjoining property.

Resolved – to report the resident’s issue to the DCC Neighbourhood Wardens. Cllr. Robson to encourage the resident to report the matter directly to the DCC Neighbourhood Wardens.

- f. Councillors considered a report by Cllr. Wallace regarding his call today with Police Officers assigned to the Healeyfield area, PC Sarah Fallows & PCSO Debra Waller. Cllr. Wallace requested a summary of how residents can get in touch with local Police and which can be published in a future Parish Newsletter.

Resolved – to include the Police contact summary information within an upcoming Newsletter.

- g. Councillors considered a request from a past resident’s daughter for a picture of the seat & plaque installed in her father’s honour.

Resolved – Cllr. Pearson to take the picture and forward to the residents’ daughter.

8. **Finance:**

- a. Accounts for Payment – June
- i. Invoiced Castleside Primary School for Jubilee mugs - £390
 - ii. ‘Jubilee Jive’ ticket sales – deposited - £777.00
 - iii. All invoices and reimbursements made with regards to the Jubilee
- b. Items over £100
- i. Cllr. A Hird - Second Wind Band - £240
 - ii. Reaction Fireworks - £2400
 - iii. Beacon Traffic Management Ltd - £600
 - iv. St John Ambulance - £277.20
 - v. Cllr. J Robson – Pie & Peas - £399.80

of which £544.35 can be reclaimed in VAT.

- c. Account Balance Summary Update – June
- i. Within budget on reconciliation
 - ii. Bank Statement - £29,673.91
 - iii. Less uncleared payments - £4,503.68
 - iv. Balance - £25,169.63
- d. The internal audit has been completed and the External Audit Certificate of Exemption was lodged with Mazars prior to the 30th June 2022.
- e. Annual Reports to be put on Parish Council website on 1st July 2022.

Resolved – that the accounts be approved for payment.

9. **Clerk’s Report:**

- a. Village Hall Car Park has had new locks installed by Northumbrian Water Limited. No written confirmation has been received by the Village Hall about this, therefore the criteria for opening/closing the car park is unclear.

Resolved – County Cllr. M McGaun offered to contact a previous Derwentside District Council Planning Officer to understand if any conditions were applied to the car park as it was funded by the Parish Council under s106.

- b. New Clerk handover – handover notes for the new clerk produced and all previous records and equipment to be handed over at the end of the meeting. Current clerk to retain access for a period of dual running through July 2022.

10. **Planning Applications:**

Weekly Planning List 13th June 2022

- a. DM/22/01677/TPO Mr Paul Fiddaman 26 Consett Road Castleside Consett DH8 9QL. Reduction of all trees by one third within the woodland area (TPO - DER-159). 15/06/22 clerk responded:
Healeyfield Parish Council are keen to see that existing trees in the village remain and are maintained to a safe standard, however we do not believe reducing the tree height by one third to be normal woodland management. We would like the proposed works to be reviewed by the Durham County Council Arboricultural Officer.
Resolved – that the above is an accurate representation of the council's response.

11. **Outstanding Items:**

- a. Item 8. Consett Road verge – no response from DCC Clean & Green team following original email (22/03) and a chase email (24/04).
Resolved – to follow this up with DCC Clean & Green team, including County Cllr's M McGaun & D Oliver within the communication.
- b. Item 5 & 6. Repairs to styles and perimeter fence within the Parish Wood.
Resolved - Cllr A Hird to speak to the contractor who has assisted with a fallen tree (Item 12) about submitting a quote for these two items to the clerk.
- c. Item 9. Village Hall photographs
 - i. Steel Works large photograph now installed in the entrance of the Castleside Working Men's Club and looks very impressive. Suggestion that a covering be applied to protect the photograph from wear and tear.
Resolved – Cllr. A Wallace to get a few quotations for a polycarbonate sheet to protect the photograph.
 - ii. Display of photographs within the Village Hall. A display system is required to allow a flexible and interchangeable display of parish photographs.
Resolved – Cllr. A Pearson to create a specification and contact a supplier. Cllr. K Spencer to meet the contractor onsite in production of a quotation.

12. **Parish Paths and Woods Review:**

- a. Cllr. A Wallace reported that the work performed by DCC on the path between Church Street and the stream has greatly improved the drainage of that path.
Resolved – to thank DCC for the work they have done on this path.
 - b. Cllr. A Hird reported that the paths and styles are overall in good condition, and the work that is required following recent storms is to be discussed with a local contractor with a view to them quoting for the work.
Resolved –
 - i. Cllr A Hird to discuss with the contractor.
 - ii. A formal Parish Wood inspection report to be produced on a 6 monthly basis.
13. **WW1 Board:**
- a. The CCTV pole has been removed and it has been confirmed that the planning permission was granted for the WW1 board on 9th Jan 2020 and expires 3 years after that date.
Resolved – Cllr's. J Robson & K Spencer to draw up a specification for installing the board and provide to contractors to obtain a quotation.
14. **Policy Review:**
- a. The following documents were reviewed:
 - i. Code of Conduct
 - ii. Complaints Procedure
 - iii. Financial Regulations
 - iv. GDPR Procedures
 - v. Recording of Meetings
 - vi. Document Retention and Disposal Policy**Resolved** – that the above documents are approved subject to some minor presentational amendments.
Resolved – the policy review cycle to move to 3yrs for all policies unless new amendments are required.
15. **Post Jubilee:**
- a. Newsletter
 - b. Photo Book
 - c. Mugs
- Resolved:** –
- i. that Cllr. A Hird agrees dates with Village Hall for jubilee mug collection.
 - ii. that Jubilee Mug collection dates are included within the next Newsletter.
 - iii. that Cllr. J Robson produces an article covering the Jubilee weekend for the next Newsletter.
 - iv. that the Parish Council puts together the Photo Book over the summer break.
 - v. that letters of thanks be sent out regarding the Jubilee celebrations.
16. **Land Ownership:**
- a. Cllr. A Wallace queried the ownership of the Sandy path from the Horse & Groom down towards Castle Hill Wood as the land is not owned by Durham County Council, nor does it belong to the Woodland Trust.
Resolved – that in the event that the parish council needs to know who the landowner is, then the Land Registry would need to be contacted to advise.

17. **Emergency Planning:**

- a. Cllr. A Wallace provided an update on the initiative within Durham County to produce civil emergency plans which are lodged with emergency services to be activated in the event of a local emergency.

Resolved – that Cllr. A Wallace take the lead in developing the Healeyfield Civil Emergency plan.

18. **Date of Next Ordinary Meeting:**

Resolved – that the next meeting will be held on Thursday 28th July at 7pm in Castleside Village Hall.

19. **Confidential Items**

1 item

Signed Cllr A Pearson Chair of the Council