



**THE MINUTES OF THE ORDINARY MEETING OF  
THE HEALEYFIELD PARISH COUNCIL  
HELD THURSDAY 28 OCTOBER 2021**

Present:

Councillor A. Pearson (Chair)

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

Durham County Councillor M. McGaun

L. Standish (Clerk and Responsible Financial Officer)

1. Apologies for Absence  
Councillor A Hird due to illness
2. Declarations of Interest  
None
3. Public Participation  
One member of the public attended
4. Chairman's Report
  - a. A meeting was held with the Chair, Councillor Robson and the village hall where the plans for the Queen's Jubilee, May 2022, were discussed. Jubilee to be added to next month's agenda.
  - b. Update on the parish council's photographs. These can be displayed in two locations, a selection of photographs that can be rotated on a six-monthly basis, showing a selection of the local area.
  - c. The large photograph, 8ft x 4ft, is in storage. Discussions took place as to what to do with it, it cannot be sold or donated, as stated in the Deed of Gift. It was suggested that communications be opened with The Heritage and Arts Centre to possibly loan the photograph for their display and possibly the club, if they are interested so it stays in Castleside. Photograph's to be added to next month's agenda.
  - d. The village hall and parish council will hold a Christmas window display competition. There will be two 1<sup>st</sup> prizes, one for a window display and one

for a garden display. It was **AGREED** prizes would be in the form of vouchers, £50 for each 1<sup>st</sup> place and £25 for each 2<sup>nd</sup>. To be included in the next newsletter.

- e. Invitations and order of service have been forwarded for the Service of Remembrance on 14 November. Clerk to chase the road traffic order with Durham County Council. The poppy net will be put up on Monday, weather permitting. The road will close at 2.30pm. Councillor D Oliver and M McGaun will be attending.
- f. Christmas light switch on Thursday 25 November at 6pm. Consett Brass has been arranged, school choir to be confirmed. Thanks, were given to Councillor Dixon, and helpers. Letter of thanks to be sent, as per last year.

5. Confirm Minutes Ordinary Meeting held on 30 September 2021 **AGREED**

6. County Councillor Report

- a. COVID cases are 400 per 100,000 and increasing. Booster jabs are required 182 days after 2<sup>nd</sup> injection, call 119 make an appointment.
- b. Lumier Thursday 18<sup>th</sup> - 21<sup>st</sup> November is free to the public but need to book online for tickets between 4.30 - 11pm
- c. Councillors will be making 2 or 3 visits in the area next week, for residents
- d. The verge at Consett Road, the quote stands as the work is guaranteed for longer. Joint administration is reviewing costs
- e. Consett swimming pool will open in spring next year
- f. Councillors have visited residents regarding the road safety issues. Councillors are chasing the issues with Durham County Council, Councillor Pearson to work on the reporting form to record issues from residents to be added to the website.

7. Correspondence

- a. Email received 03.10.21 from a resident regarding overgrown verge and parked vehicles. Clerk to contact Clean and Green to check if the Local Authority own the land. It may be privately owned. With regards to the parking issues, the parish council have looked in to the issue previously and are now working with Durham County Council and will include the complaint in their discussions.
- b. Email received 04.10.21 from a resident updating on a previous complaint, advised a couple of structures are still standing but is pleased
- c. CDALC emails received throughout the month, to be added to next month's agenda regarding budgets. NALC published a new guide to accessibility on websites, clerk contacted Website provider to update the parish council website, awaiting a reply.

8. Finance

- a. **Accounts for Payment** - items over £100 none, cheque 000089 was cancelled at the bank, as never received and re-issued with cheque 000094. Clerk received invoice for defibrillator pad and VAT can be reclaimed. HMRC applied £100 late penalty fee which was appealed and won, fee now removed. Invoice from bench repairs was received after accounts had been prepared. It was **AGREED** to issue the cheque to be paid 1<sup>st</sup> November and included in next month's figures.

- b. **Account Balance Summary Update** - Bank balance £29,399 and Parish balance £28, 522 after uncleared payments deducted. Clerk discussed transferring payments to different budgets. It was **AGREED** to transfer £1,458 from the ground's maintenance budget, which was for the purchase of new benches, £500 to be deducted from the A Addison fund and £958 from village projects. Grounds Maintenance will look over spent but the most of the overspend is to be reclaimed in the end of year VAT claim.
- c. **Lloyds Bank Debit Card Application** - An application form was completed and **AGREED** that a debit card would be useful for purchases rather than members and clerks having to reclaim the expenses. A debit card policy would need to be put in place for expenditure. Clerk to investigate what other parish councils have in place and update Financial Regulations.

9. Clerk's Report

- a. All correspondence from last month has had responses
- b. Consett Road query is still awaiting a response
- c. Scarecrow winners were added to the website
- d. Quotes for the planning's have been forwarded to two contractors, but no contact details for the third contractor. Councillor Dixon advised that he can pass the details on, clerk to post specifications to pass on.
- e. Update from Durham County Council regarding the removal of the CCTV, NEDL disconnected the wrong pole again. Durham County Council have submitted the request again, this should be completed in the next four weeks. The pole can be removed once they receive the disconnection certificate.

10. Planning Applications

None

11. Outstanding Item

- i) Plannings already Discussed
- ii) Councillor Pearson to contact Public Rights of Way on a number of issues outstanding
- iii) Footpath repairs in the area leading to west side of The Parish Wood including the big step from Church Street have been completed
- iv) Parish wood hazards, Councillor Wallace has arranged to meet with a contractor next week and obtain a quote

12. Parish Paths and Woods Review

Public participation raised an issue with a path which will be part of the phase 2 path review. Councillor Wallace will investigate over the next couple of weeks. Councillor Hird had a contractor to look at the fence and styles and to obtain a quote for repairs. The parish council are working with Durham County Council with the installation of a footbridge.

13. Grant Application Policy

The policy was discussed and **AGREED** with an alteration to omit "parish Council" duplicated in item 2. Signed and dated, clerk to add policy to website.

14. Parish Benches Review  
Thanks, were given to Councillor Wallace and clerk for their work with this project. The next phase is to refurbish existing benches and replace concrete benches with new Marmax benches. It was **AGREED** to remove one of the benches at Old Rowley and refurbish the other. Councillor Wallace to look in to costings for next year's budget for November's meeting.
15. Consett Road  
Councillor's McGaun and Oliver to contact Durham County Council, Clean and Green to visit the area to look in to options. It would be put on their job list to be carried out next summer as they work 6 months in advance.
16. Horse and Groom  
Councillor Pearson confirmed that the current landlady is not the owner and are not purchasing the building. Councillor Robson to circulate some information with regards to correspondence received. Councillor McGaun to investigate.
17. Upcoming Events Review  
Discussed earlier.
18. Play Area update  
Councillors Pearson and Robson met with the village hall, the land is part owned by the village hall and Northumbrian Water. The tenancy is on a "at will" basis which is a big risk when investing in to the area, currently waiting for a response from the village hall before proceeding.
19. Branding/Marketing  
It was **AGREED** a clear branding needs to be put in place. A programme for the Christmas light switch on will be prepared by Councillor Pearson, flower tubs and benches need to be labelled to show that they were "Provided by Healeyfield Parish Council" and logo, Councillor Wallace to investigate. All the events need to be clearly marked arranged by Healeyfield Parish Council  
Clerk to obtain quotes for 2 roller banners and stand-up flags.
20. Winter Tubs  
Contractor will be planting next week, still awaiting the invoice for the summer planting. Clerk to obtain permission from Highways Team to place 3 tubs outside the cemetery and to be bolted together, Councillor Wallace to forward details of location.
21. Insurance Renewal  
Clerk to obtain 3 quotes for next year's insurance policy, like for like Clerk to contact CDALC if he has any suggestions.
22. Councillor Vacancy Update  
It was **AGREED** to place another advertisement in the next newsletter, no applications received.
23. Newsletters  
Councillor Pearson has circulated a draft copy. Members discussed other items to be added to the newsletter, to hopefully publish before Remembrance Sunday.

24. Date of the next Ordinary Meeting  
25 November 2021 at 7pm

25. Confidential Items  
None

Conclusion of meeting at 20:40

Signed ..... Cllr A Pearson Chair of the Council