

## THE MINUTES OF THE ANNUAL MEETING OF THE HUTTON HENRY PARISH COUNCIL

HELD ON MONDAY 17 MAY 2021

**Present:** Councillor J Thomas (Chair), Councillor K Knight (Vice-Chair), Councillor M Lightowler, Councillor J Grieves, Councillor N Wood, Councillor M Farry, Councillor F Drake, Councillor B Drake, Councillor J Manchester, Councillor D Bannon, Councillor K Lawson

Also present two members of the public.

**1. Apologies for absence**

There were no apologies for absence.

**2. To elect Chair for the ensuing year**

Both Councillor Knight and Councillor F Drake were nominated for Chair therefore a vote was required. Councillor Knight received 5 votes, Councillor Drake 3 votes.

**Resolved** that Councillor Mr Kevin Knight be elected Chair for the ensuing year.

**Councillor K Knight in the Chair**

**3. To appoint a Vice Chair for the ensuing year**

**Resolved** that Councillor Mrs Nichola Wood be elected Vice Chair for the ensuing year.

**4. Declarations of interest**

There were no declarations of interest.

**5. To appoint an Internal Auditor**

**RESOLVED** that Mr G Fletcher be appointed Internal Auditor for the ensuing year.

**6. Representatives on Outside Bodies**

**RESOLVED** that the following Members be appointed to serve as representatives of the Parish Council on the following external body for the ensuing year.

**Smaller Council Forum**

Councillors Mrs J Grieves and Mr F Drake

**7. Public Participation**

There were no questions from the public.

**8. Parish Councillor Co-option**

A candidate expressed an interest in becoming a Parish Councillor. There were 2 vacancies in the Station Town Ward. The candidate addressed the meeting with their reason for applying to be a Councillor. The candidate was duly proposed and seconded and a vote took place.

**RESOLVED** that John Lyons be co-opted to the Station Town Ward.

**9. The Minutes of the Last Meeting** held on **12 April 2021**, a copy of which had been circulated to each member were approved and signed by the chair.

**Matters arising**

**Declaration of Interest**

Councillor Farry noted that her declaration of interest had been missed for point 6.

**RESOLVED** that L Hall update the minutes accordingly.

### **Youfibre**

Councillor Grieves for an update regarding the Youfibre role out. Councillor Knight stated that the role out has started in Hutton Henry, he was just waiting for it to be linked to his house. Councillor Bannon had seen the plans for Station Town and stated that it was due to be installed in the 3<sup>rd</sup> quarter of the year.

**RESOLVED** that the information be noted.

### **Allotments**

Repairs to the fence at plot 30 were discussed. Councillor Knight had received a quote from Garden's of Grace for £50 to repair the fence and a further £100 to replace the main gate post.

**RESOLVED** Councillors agreed to pay £150 to make the repairs.

## **10. Standing Orders and Financial Regulations**

Electronic copies of the Standing Orders and Financial Regulations were sent to the Councillors prior to the meeting.

**RESOLVED** that all Councillors agreed to the Standing Orders and Financial Regulations.

## **11. Police Report**

There is a new PCSO for the area, Rona Stocks. Contact information has been shared with the council.

A total of 124 incidents were recorded for Wingate, Station Town and Hutton Henry 1<sup>st</sup> April – 1<sup>st</sup> May, 23 of which were classified as ASB, 4 of which were vehicular.

**RESOLVED** that the information be noted.

### **a. Antisocial behaviour update**

Councillor Knight had again joined a zoom meeting with 'Wingate make a difference' where the need for the villages to work together was reiterated. They are still pushing the Neighbourhood Watch scheme and people are encouraged to sign up. The key message remains that people must report everything to the authorities.

It was noted that a scheme is starting using sport to engage the young people and that the Council may be asked to make a donation. Councillor Wood has links with Wellfield School and can enquire about pitch hire. It was also noted that there is a similar scheme based at Castle Eden Cricket Club, taster sessions were suggested as a means of encouraging more young people to try Cricket. The Play Rangers Scheme is also based at the family centre aimed at children aged 7-13yrs.

Councillor Farry noted that not all children are into sport and we need to think of other ideas e.g. colouring competition and give participations a tokenistic reward. One suggestion was to design a Parish Council logo for the Facebook page.

Councillors agreed to arrange a meet and greet with the residents of both Villages. Inviting along County Councillors, MP's and other relevant agencies with the aim of finding out exactly what residents would like to see happen in their area – this information will be used to establish a parish plan.

**RESOLVED** that all information to be shared on various social media pages and website. Councillor Wood to email all relevant information to Councillor B Drake to advertise on Action for Station Town Facebook page. Councillors agreed to allocate £60 to Councillor Farry for prizes and certificates.

## 12. Correspondence

### **Councillor Stacey Denial Update**

Councillor Stacey Denial emailed regarding updates for Station Town – the Potholes at the Chicane have been rectified, the steps leading down to it have been cleared of debris, the increase in litter has been reported to the Clean and Green Team and the hazardous conditions on the walkway near Station House have been reported to the Countryside Rangers.

**RESOLVED** that the information be noted.

### **Cemetery Complaint**

A resident had made a complaint regarding rubbish which was piled up at the cemetery and unsightly track marks that had been made whilst transporting topsoil from a recently dug grave.

**RESOLVED** that L Hall speak to J Manchester and liaise with the resident.

### **Ark Therapies**

A donation request had been received to support their project by funding a Donkey Shelter.

**RESOLVED** that £1000 donation be made.

### **Road Closure**

The Council had been informed of a planned road closure of the B1280 North Road and Front Street West, from 7.00am on Saturday 22 May 2021 for 2 days and 3 days from Friday 4 June 2021.

**RESOLVED** that the information be posted on the Facebook page.

### **Church Street Allotments**

Church Street Allotments advised that the quotation previously received for the water feed had been reduced. They also advised of a recent break in during which an allotment holders Hens were killed and Ferrets stolen. The incident had been reported to the Police.

**RESOLVED** that a £900 donation be made.

### **Alice House**

Alice House thanked the Council for the £50 donation made.

**RESOLVED** that L Hall add the letter to the Parish Council Facebook Page.

## 13. Planning Proposals

**DM/21/01215/FPA** 18-bed extension to Nursing Home and 6 associated additional car parking spaces, Divine Care Centre Front Street Station Town Wingate TS28 5DP

**RESOLVED** that no objections be made.

**DM/21/00011/FPA** Erection of Kennels, The Paddock Station Town – Plans have been resubmitted. Councillor Grieves had been approached by residents with their concerns, especially regarding the incorrect use of access. A resident had also expressed concerns regarding people knocking on their door asking for directions to the Kennels. Residents were advised to contact DCC regarding their objections. Councillors were also concerned about the possible noise disturbance made by the dogs when a funeral is taking place due to the proximity to the cemetery. Councillor Bannon noted that he had not heard the dogs barking other than at feeding time.

**RESOLVED** that the Parish Council reiterate their concerns.

## 14. Cemetery Report

### a. Review of Groundperson's Contract

L Hall conducted an appraisal with J Manchester, when asked what could make his job easier, he mentioned the need for more bins and new snow shovels. Bins were found in the container which just require posts. DCC were meant to provide some health and safety training for the grass cutter but it never happened due to Covid. Salt bins were also mentioned and the potential need for another to be installed.

**RESOLVED** that Councillor Knight look into posts for the bins. L Hall to speak to DCC regarding health and safety training, order snow shovels and investigate the cost of salt bins. All councillors agreed to keep the Groundsperson's contract as is.

### b. Topsoil

A by-product of the graves, J Manchester had suggested giving it away as it fills up the skips too quickly. The Council were happy for it to be collected; cars cannot be taken past the Parish Hall.

**RESOLVED** that the availability of free topsoil be advertised on the Parish Council Facebook page.

### c. Revamp of the Parish Hall

Roof repairs – L Hall has been in touch with the insurance company regarding repairing the leaking roof and is awaiting a call back.

Flooring – options for the type of flooring were discussed, needs to be hard wearing and non-slip. Councillor Farry suggested doing a poll on Facebook to allow residents to be included.

Pointing – Councillor Knight offered to do the required pointing

**RESOLVED** that Councillor Knight speak to John to get a bag of ready mixed cement to do the pointing.

L Hall to keep Councillors informed of progress with the roof and look into flooring options.

## 15. Finance

### - Invoices for Endorsement of Payment

Cheque No.	Payee	Description	Amount
104166	Kevin Knight	Flowers for Jayne	£25.00
104168	Viking	Stationary	£85.50
104169	Gardens of Grace	Noticeboards & Allotments	£227.79
104170	SLCC	ILCA	£144.00
104171	E ON	Electricity Bill	£96.93
104167	Easy Fuels NE Ltd	Diesel	£286.65
104172	Handmadebyhells	Compliment slips	£24.00
104173	PME Joinery Services	Parish Hall Door Repairs	£350.40
104175	CDLAC	Subscriptions	£227.61
104176	L Hall	Petty Cash	£55.00
104177	L Hall	Expenses	£165.55
104178	Church Street Allotments	Donation - Water Supply	£900
104179	Ark Therapies	Donation – Donkey Shelter	£1000

### - Income

Description	Amount
Greig Cavey - Cottage Rent	£382.50
Cemetery – Burial Fees	£490
Allotments – Fees	£30

### - Bank Balances as at 14 May 2021

Community Account - £174,981.08

Business Premium account - £34,795.62

### **- Streamlining the bank system**

We are currently paying £3 per BACS payment which amounts to £21 per month due to weekly pay. L Hall has contacted DCC regarding the benefits of moving to monthly pay, financially there is no change but it will mean less admin time and fewer BACS payments. L Hall has spoken to J Manchester who has no objections to moving to monthly pay. Currently most payments/invoices are paid via cheque which incurs postage charges and expenses for the Clerk as well as the environmental impact – faster payments would be preferred which require two people to authorise. L Hall also discussed the cost of posting agendas (approx. £6 per meeting) to all councillors prior to a meeting and asked if Councillors were happy to receive an emailed copy in advance and paper copies on the night now that meetings are back to face to face.

**RESOLVED** Councillors agreed that L Hall seek to change payroll to monthly rather than weekly, utilities be paid by direct debit and where possible faster payments be used to pay for other services/invoices. Councillors also agreed to no longer posting agendas for meetings in advance.

## **16. Parish Issues**

### **a) Streaming of Parish Council Meetings - Motioned by Councillor F Drake**

Councillor F Drake asked that meetings of the Parish Council continue to be accessible virtually to the public to offer the widest possible participation and remote attendance by members of the public in line with government guidelines relating to openness, accountability and scrutiny. Councillor Drake has seen this in action at Holy Trinity Church simply using an iPhone – suggested that Rodger from the church could give the council a demonstration. Councillor Wood raised concerns that residents may be put off attending/voicing concerns if the meeting was being broadcast live on the internet (unlike Zoom where people had to enter the meeting). Concerns were also raised regarding GDPR and the possible breaching of these guidelines.

**RESOLVED** that these issues be raised at the upcoming social media training and that further investigation is needed.

### **b) Excess funds in bank account – Motioned by Councillor F Drake**

Councillor F Drake requested that excess funds held in the non-interest bearing account be transferred to the interest bearing account in line with the necessity to maximize any public funds held by the parish council. L Hall stated that we have an instant access savings account and we will not be charged for withdrawals therefore the moving of money was not an issue.

**RESOLVED** that L Hall enquire about a better savings account and that once the Parish Plan is complete move excess funds over.

### **c) Accessibility of the parish hall – Motioned by Councillor F Drake**

Councillor F Drake requested that in line with the duty to ensure adequate access and other matters contained in The Equality Act 2010 the council considers the accessibility of the Parish Hall (Cemetery) and puts in place an independent audit to ensure compliance with the regulations. It was raised that the age of the building may make it exempt from the regulations.

**RESOLVED** that Councillor Drake investigate this further.

### **d) Christmas Lights**

Councillor F Drake had received a quote for the installation of Christmas lights in Station Town. The initial costs for year 1 would be approximately £11,689 and then it would be approximately £3489 a year thereafter. L Hall noted that this is 28% of the precept (initially) and then 8% thereafter. Councillors were still unsure about going ahead, L Hall suggested a Christmas display competition this year instead. Councillor Farry suggested that there could be different categories to allow mass participation.

**RESOLVED** that Christmas decorating competition be readdressed in September's meeting. Christmas lights would be put to the residents during meet and greet event.

### **e) Garden Competition**

Councillors agreed that it was too late now to run the Gardening competition.

**RESOLVED** that gardening competition be on the agenda in December ready for Spring 2022.

### **f) Change of Name for the Parish Council**

Councillors discussed the poor response to the previous consultation and agreed to address this again at the planned meet and greet – hopefully to be held on the 24<sup>th</sup> July 2021.

**RESOLVED** that L Hall read through previous consultation emails and the open day/meet and greet be discussed at the June meeting.

#### **g) Footpaths**

Councillor Knight commented that the Hutton Henry – Station Town footpaths are in a bad state. He also noted that the more people who complain the more likely they are to get sorted. Councillor Farry noted that the footpath at Newholme is bad and the bridle way sign has been pushed into the bush. Councillor Bannon noted that the path down to Kenny's farm has serious issues with fly tipping, someone had filled the pot holes with plaster and the drainage ditches were filled up with rubbish. Councillor Bannon asked if it was possible to have CCTV in the area. **RESOLVED** that L Hall contact DCC regarding concerns.

#### **h) Date of June Meeting**

It was proposed that the date of the next meeting be postponed to 21<sup>st</sup> June due to the Social Media Training on the 14<sup>th</sup> June.

**RESOLVED** that the next meeting be held on the 21<sup>st</sup> June 2021.

#### **i) Request from Clerk**

L Hall commented that she does not currently have a printer for the Council and is using her own which is not designed for mass printing. Also, the Laptop is 7 years old, slow and there is no backup of the Councils documents. **RESOLVED** the Council agreed that L Hall could look to purchase the required IT equipment.

#### **j) Any other issues Councillors wish to raise at the meeting**

##### **RoSPA**

L Hall noted that DCC regularly inspect the playpark in Hutton Henry however RoSPA (The royal society for the prevention of accidents) should be contacted for a more in-depth inspection.

**RESOLVED** Councillors agreed that L Hall arrange for an inspection.

##### **Wild Flowers**

Councillor Wood noted that she had been discussing the planting of wild flowers and what this would entail. The council agreed that this was not an easy task but would improve the area.

**RESOLVED** that this project raised again at the December meeting.

##### **Litter picking**

Councillor F Drake commented that a group of people through Action for Station Town had been litter picking but due to Covid19 this had ground to a stop. However, an email from Keep Britain Tidy stated as of 17<sup>th</sup> May 2021, 30 people can meet for an arranged litter pick.

**RESOLVED** that the information be noted.

##### **Funds in Reserve**

Councillor Lyons enquired with regards to how much money should be held in reserve and what is currently earmarked. One project for which funds had been earmarked is the BMX track approximately £30,000.

**RESOLVED** that L Hall enquire as to the regulations regarding reserves.

##### **Councillor Contact Information for Website**

Councillor Knight noted that it had been agreed that Councillors should be contactable directly and therefore their email addresses would be added to the website. Councillor Knight suggested that people use the Councillor emails set up previously by J Collins.

**RESOLVED** that all Councillors contact L Hall with preferred email address.

##### **Whatsapp Group**

As mentioned in previous meeting, there is now a Whatsapp group for Councillors to keep in touch between meetings.

**RESOLVED** that Councillors pass on telephone numbers of Councillor Knight if they wish to be part of the group.

##### **Whit Packs**

Councillor Farry noted that just before easter the Council received funding from the AAP which had been earmarked for activity packs. Councillor Farry is to continue these for the Whit Holidays with Pizza Kits. All Councillors thanked Councillor Farry for her hard work and offered assistance in delivering packs if required.

**RESOLVED** that the information be noted.

##### **Planters**

The planters have been ordered but we are still awaiting delivery.

**RESOLVED** that the information be noted.

#### **11. Any Additional Urgent Items of Business**