

HUTTON HENRY PARISH COUNCIL

HELD ON TUESDAY 20 SEPTEMBER 2022

Present: Councillors Mr K Knight (Chair), Mrs M Farry (Vice-Chair), Mrs J Grieves, Mr D Bannon, Mrs J Glenville & Mr J Lyons.

1. Apologies for absence

1.1 To agree apologies for absence

Apologies were received from Councillors N Wood and M Lightowler.

2. Declarations of interest

There were no declarations of interest.

3. Public Participation

There were no members of the public present.

4. The Minutes of the Meeting held on 18th July 2022

4.1 To agree the minutes

Resolved - the minutes of the meeting were agreed and signed by the Chair.

4.2 Update from the Clerk

Item 5 – Santa’s wish - the Clerk for Peterlee Town Council will be in touch closer to the time once arrangements have been confirmed.

KK has continued to chase up the missing bus shelter roof in Station Town and reported it to county councillors.

Resolved – KK to raise this issue again with the County Councillors.

5. Procedure for publishing minutes

5.1 To agree the procedure for publishing meeting minutes.

The Council currently only publish minutes once ratified at the following meeting. The Clerk advised that some councils publish their draft minutes.

Resolved – the council agreed to continue ratifying the minutes at the following meeting before publishing.

6. Correspondence

PD contacted the council regarding the DRS Scheme looking to be rolled out in 2024 and asked if the Council could get involved.

Resolved - the council agreed that they were unable to implement this scheme with their limited resources. They did however agree that reducing litter in the area was important and resolved to investigate alternative solutions.

Former Parish Councillor F Drake contacted the Council regarding his recent resignation from the council (see Appendix A).

Resolved – the council thanked Mr Drake for his kind words and wished him well.

The council were advised by DCC that money from the Urban Tree Challenge fund would be used to plant more trees in Station Town.

Resolved – that the information be noted.

7. Parish Report

7.1 Parish Update

Playground inspection

It had been noted at the most recent playground inspection by DCC that the council did not have a sign showing the park was owned by HHPC. The Clerk is speaking to DCC regarding the signs and where they can be purchased.

Resolved – that the information be noted.

Grit Bins

Funding from the Neighbourhood Budget for two new grit bins has now been received. The Clerk has spoken to DCC regarding having the bins installed and is waiting on final costs.

Resolved – that the information be noted.

7.2 Cemetery Report

Cemetery Digitisation

The Clerk met with a company called 'Pear' who digitise the cemetery records, upload them into the chosen software and produce a new cemetery map. LH is waiting on an exact quote, but it could be around £4,500. The software would be purchased separately, Rialtas offer a cemetery package. The initial purchase cost would be approx. £1300 then £269 a year.

Resolved – that the information be noted.

Cemetery Inspection

Several headstones which were deemed unsafe in the recent inspection have been laid flat, but mechanical help is required with the others. Signs have been erected in the cemetery to inform people that this has been done on health and safety grounds and not to pick them back up.

Resolved – DB to make enquiries about a digger.

The Clerk noted that the memorial seat for Edith Rosa Scott has been removed as it was rotten and unsafe. **Resolved** – that Clerk to publish on Facebook to trace any relatives.

7.3 Allotments

A tenant had given notice on their plot leaving 3 vacant plots. **Resolved** – that the information be noted.

8. Police Report

The police report for August 2022 showed:

- 2 reports of Criminal Damage
- 5 reports of Antisocial Behaviour

The PCSO team have seen an increase in reports of off-road bikes in the Station Town area and have asked members of the community to support the police by identifying where these bikes are being kept. 7 off road bikes were seized in the last few weeks by the NPT team.

The PCSO team are continuing to monitor any issues and are present in Station/Hutton Henry on every shift, taking positive action regarding the youths believed to be responsible or involved in ASB.

Training had been organised for the community speed watch unfortunately, there was a breakdown in communication and the parish council were not made aware that the training was taking place.

PACT Meetings

12/10/22 – Online

16/11/22 – Hutton Henry @St Francis Village Hall 6pm

07/12/22 – Online

Resolved – that the information be noted.

9. Planning Proposals

9.1 To review planning proposals:

DM/22/01523/OUT Outline consent for residential development of up to 9 no. dwellings, Rodridge Farm, Station Town, TS28 5HG

Resolved – The council had no objections

DM/22/02220/FPA Construction of stables with new brick front boundary wall and access gate, replacement of existing perimeter fencing and change of use of adjacent paddock land for equestrian use. Land At The South West Of Rodridge Cottage Farm, Station Town, TS285EP

Resolved – The council had no objections

10. Councillor Training

The Clerk advised that the following training opportunities were available.

- Tree planting – briefing from DCC re grants/opportunities Thurs 22nd Sept 6pm Online
- Roles and Responsibilities Thurs 27th Sept 6pm online £10
- Finance and Budgets Tue 18th Oct 6pm online £10
- Managing Meetings Tue 8th Nov 6pm online £10

Resolved – Councillors were advised to register for any courses of interest.

11. Finance

11.1 Expenditure 18/07/22 – 20/09/22

Durham County Council	Website SLA	£769.99
Durham County Council	Wages	£4,289.88
Mazars	External Auditor Fee	£360.00
TMJ Solicitors	Pump Track Lease	£500.00
Cllr M Farry	Summer Activity Packs	£131.24
L Hall	Away Day – Summer School	£150.00
E.on	Electricity	£95.60
Hutton Henry CA	Hall Hire	£60.00
CDALC	Training Costs	£90.00
Gardens of Grace	Parish Paths	£340.00
Nixon Hire	Portaloo	£1,136.00
ROSPA	Playground Inspection	£84.00
Barclays Bank	Bank Charges	£12.00
Premier Waste	Cemetery Bins	£54.58
SLCC	Cemetery Book	£33.80
Carrs Billington	Hedge Trimmer	£1,604.40
Cllr D Bannon	Gas – Jubilee	£38.99
Viking	Stationary	£109.38
Cllr S Deinali	Back to School Packs	£470.29
Wingate PC	Bingo May – Aug	£476.25
		£10,806.40

11.2 Income 18/07/22 – 20/09/22

Various	Reservation Fees	£930.00
Durham County Council	Grit Bin & Back to School Grants	£1,000.00
Dignity	Burial Fees	£70.00
Greig Cavey	Cottage Rent	£765.00
ED Funeral Service	Burial Fees	£100.00
Scott Memorials	Headstones	£280.00
		£3145.00

11.3 Bank Balance and Reconciliation

Community Account **£10,596.29**

Savings Account **£169,371.12**

11.4 External Auditors report

The Clerk noted that the external audit of the council is now complete. **Resolved** – information be noted.

The Council were contacted by SAAA regarding opting out of the central external auditor appointment programme. The advice received from CDALC and NALC was to remain in the programme.

Resolved – the Council agreed not to opt-out.

The Clerk requested a debit card for the council bank account as currently, purchases are made via their own personal account and then reimbursed by the council. The Clerk also advised that when claiming a tax refund, invoices should be in the organisations name.

Resolved – the council agreed to the debit card with a maximum transaction limit of £500.

Councillor J Grieves left the meeting at 7.30pm

12. Events Financial Summaries

12.1 Armed Forces Day/Funday

The total cost of the Family Fun Day was £3,204.40. £920 covered the loss of the portaloo.

Resolved – the council agreed to contact the insurance company regarding claiming for the Portaloo.

12.2 Queens Platinum Jubilee

The total cost of the Queen's Jubilee celebrations were:

Beacon Lighting – £1,269.75.

Big Jubilee Lunch - £1561.44. HHCA have been invoiced for £633.07 towards the cost of the event.

Resolved – that the information be noted.

13. Citizens Award

13.1 Nominations & Gifts to be awarded

KK nominated A & MC for litter picking in the area.

Resolved – the council agreed to the nomination and awarded 2 x £20 Amazon Vouchers.

14 Parish Council Name Change – update from the Clerk

A formal proposal has now been submitted to DCC to change the name of the Council to include Station Town. DCC require a formal consultation be conducted lasting a minimum of 4 weeks – 30th August - 27th September. The clerk noted that the results of the consultation need to be reported to DCC no later than 10th October along with the council's resolution.

Resolved – the council agreed to hold an additional meeting on Thursday 29th September at 6.30pm.

15 Pump Track – update from the Clerk

The Clerk noted that TMJ Solicitors had been instructed to start the lease agreement process with DCC at a cost of £995. **Resolved** – that the information be noted.

Procurement

The Clerk advised the Council of the process and the numerous legal requirements of the procurement process and had approached DCC regarding a quote to lead the process (£1,030.00).

Resolved – the Council agreed to have DCC lead the Pump Track procurement.

The Clerk noted that the Grant application for £7500 to the Community Safety Fund was unsuccessful. However, a further bid had been submitted to the PCC. **Resolved** – that the information be noted.

16 Partnership Work with Wingate PC

16.1 To discuss proposals from meeting

KK, MF & LH meet with GR, SW & JB from Wingate PC. The success of the retired resident's bingo was discussed and how the event is helping combat loneliness. Due to this success, it was proposed that an additional monthly event be added such as a singer or key speakers etc. The possibility of holding a Christmas lunch was also discussed.

Dates for the bingo: 27th September, 1st November, 29th November (there is no bingo in October due to Wingate CC are running a play scheme during the school holiday).

LH shared the results of the questionnaire conducted with attendees with the council (Appendix B).

16.2 To agree plans moving forward

Resolved – the council agreed to continue offering the monthly bingo and to add the additional monthly event. Tuesday 18th October was suggested with a singer & cake/coffee with a budget of £150. The council agreed to invite any resident 18+ years. LH to advertise and liaise with Wingate PC. Further discussions are required for the Christmas lunch.

17 Garden Competition

17.1 To agree winners for each category

Resolved – the council agreed the winners in each category. LH to organise vouchers for Green Lane Nursey and inform the winners.

18 Summer Activity Packs – update from Councillor Farry

MF noted that the packs had been another success and were well received by residents, however, the number of packs claimed (30) was lower than previously. The total cost was £131.24. MF requested permission to offer Halloween packs.

Resolved – the council agreed, allocating a budget of £200. LH to make posters. Weekend of 29th/30th October for delivery.

19 Summer Programme at Wingate CC – update from the Clerk

12 children were signed up for the away day at South Shields, 10 attended at a cost of £150. MF attended the day and noted it was a very good day and worthwhile. **Resolved** – that the information be noted.

20 Speed Awareness Signs

20.1 Update from the clerk

LH noted that highways at DCC had been contacted regarding permissions, the council need the asset numbers of the lampposts in question to progress and several quotes for signs had been received these quotes were shared with the council.

20.2 To agree plans moving forward

Resolved - KK to look at required lampposts, LH to make further enquiries regarding the construction and suitability of signs.

21 Civility and Respect Pledge

21.1 To pass a resolution to sign up to the civility and respect pledge

Resolved – the council agreed to sign up to the pledge.

22 Policies

22.1 To review and agree the following policies

- Dignity at Work
- Social Media Policy

Resolved – the council agreed to the policies.

23 Budget 2023/24

23.1 To start discussing budget requirements for the next financial year

The Clerk advised the council that the budget needs to be approved within the next couple of months and asked that the councilors start to consider and budgetary needs.

Resolved – that the information be noted

24 Parish Council Events

24.1 To discuss future events and dates

Resolved – the council agreed to hold the family funday on Sunday 16th July 2023 and agreed a budget of £3500. The council agreed to jointly host a Christmas dinner in January with Wingate PC and support the Christmas lunch held by Milbank Methodist Church. The council agreed not to hold the Christmas lights competition and Meet & Greet.

25 Remembrance Day

25.1 To discuss plans for Remembrance Day 2022

The Clerk noted that the poppy wreaths were £20 and suggested the possibility of buying poppies for lampposts throughout the villages at £3 each.

Resolved – the council agreed to buy two wreaths, donating an additional £10. Some Councillors were unsure if the lamppost poppies were appropriate therefore MF agreed to conduct a Facebook poll with residents.

26 Flower Planters

26.1 To agree new locations for the damaged planters

The two planters next to the pit wheel have been continuously vandalised.

Resolved – the council agreed to put one next to the bus shelter on front street and the 2nd closer to the houses away from Gill's.

26.1 Winter Planting & Maintenance

Resolved – the council agreed to Budget £400 for winter planting and restoring the vandalised planters. KK to contact Gardens of Grace.

The next full meeting of the parish council will be held on Monday 10th October 6.30pm at the Parish Hall, Station Town Cemetery.

Appendix A

Letter from former Parish Councillor F Drake to the Council.

Dear Kevin and Councillors,

I'm sorry that ill-health has forced my retirement from the parish council; however, I wanted to offer a few thoughts on my time with you and at the same time say that as a resident I will offer any support where I am able to do so.

Most particularly I would like to compliment the way the parish council has developed under the new Chair and council since the election of 2021. You have moved from a virtually moribund one village institution to a true parish council embodying both Hutton and Station Town in your plans and activities; an enormous leap forward. Coupled with the excellent work of the new Clerk to the Council and proper training and qualification you are set fair to achieving recognised status by NALC.

It is a delight to see you have picked up and run with the idea of Flower Planters in Station Town and a 'Pump Track' on the old recreation ground for the benefit of both villages. It also shows commitment to the Station Town part of the whole that you have supported and committed £14,000 towards the 'Beachdale Park' scheme being developed by Action For Station Town with yourselves and Durham County Council, as well as allocating funds towards activities for children organised by Action For Station Town.

The proposal to demonstrate inclusivity with Station Town by following best practice in many similar parish council areas of renaming the council to that of Hutton Henry and Station Town is a very worthy decision.

In short, Kevin, councillors, you have come a long way in a reasonably short space of time.

More power to your elbows.

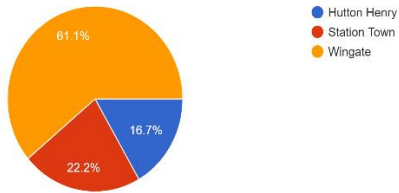
Francis Drake

Appendix B

Retired residents' bingo survey results.

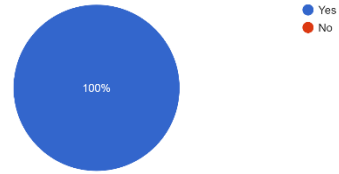
Where do you live?

18 responses



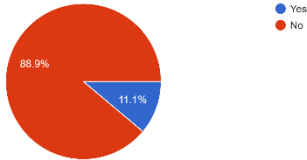
Is Wingate Community Centre a suitable venue?

18 responses



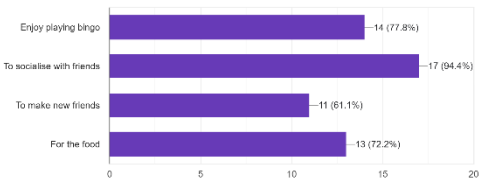
Do you require organisers to provide transport?

18 responses



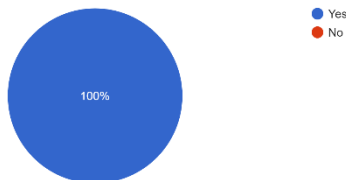
Why do you attend the event? (please tick all that apply)

18 responses



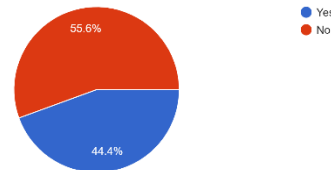
Should we continue to provide food?

18 responses



Would you like something other than pie and peas?

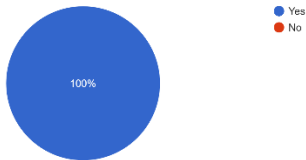
18 responses



Variety
Salad
Beef burgers
Hot dogs
Buffet

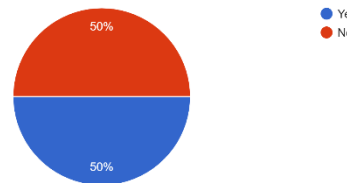
Do you enjoy playing bingo?

18 responses



Would you like to see other activities?

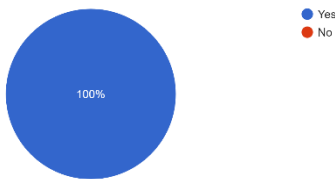
18 responses



Keep Fit
Dance
Armchair aerobics
Yoga
Beetle drive
Quiz

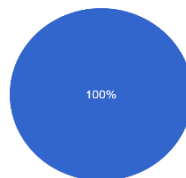
Is the date (last Tuesday of the month) and time (11.45am - 1.30pm) suitable?

18 responses



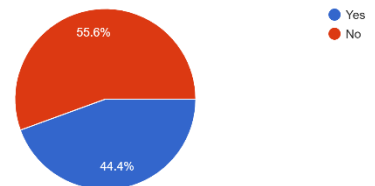
Do you think these events are worthwhile?

18 responses



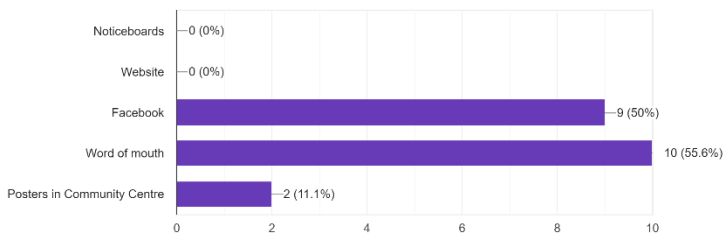
Should we charge for the activities and food?

18 responses



How did you find out about the event?

18 responses



Would you recommend to friends and family to attend the event?

18 responses

