

**THE MINUTES OF THE MEETING OF THE
HUTTON HENRY PARISH COUNCIL
HELD ON MONDAY 10 OCTOBER 2022**

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

1. Apologies for absence

1.1 To agree apologies for absence

Apologies for absence were received from Cllrs N Wood and J Lyons.

2. Declarations of interest

Cllr K Knight declared an interest in item 11.1 – Allotment Rents.

3. Public Participation

There were no members of the public present.

4. The Minutes of the Meetings held on 20th & 29th September 2022

4.1 To agree the minutes

The Minutes of the Meetings held on 20th & 29th September 2022 were agreed by the council and signed by the Chair.

4.2 Update from the Clerk

- ✓ All Garden Competition winners have been informed and prizes distributed
- ✓ Bus stand roof – KK has spoken again to DCC.

Resolved – that the information be noted.

5. Correspondence

An email was received from DH regarding war memorials in the villages. The enquiry related to several war memorials and if/where they were on display.

Resolved – the council agreed that further investigations were required, LH & KK to make enquiries.

FD contacted the council on behalf of Holy Trinity Church in Wingate who are offering “a place of warm welcome”. Dates and times are listed below:

- Coffee Morning - Last Tuesday of the month. 10am – 12pm – £1
- Mocha Monday - First Monday of the month 08:30am - 10am - Coffee/Tea and Bacon Butty/Cereal - £1
- Memory Cafe - First Tuesday of the month 10am – 12pm (Dementia Friendly) Old pics and chats about the past - £1.
- Food Bank - Every Saturday 10am – 12pm + tea/coffee/biscuits/cake
- Sunday Service 9am – 10am followed by tea/coffee/biscuits
- Wednesday Service 10am – 11pm followed by tea/coffee/biscuits

Resolved – LH to advertise on Facebook.

CDALC contacted the clerk regarding the ASB strategy consultation.

Resolved – the documents be emailed to the councillors to complete the questionnaire.

6. Parish Report

6.1 Parish Update

6.1.1 Playground ownership sign

- ✓ A quote for the playpark sign had been received for £149.30 including fitting.

Resolved – the council agreed to delay purchasing the sign until after the name change.

6.1.2 Grit Bins

The council have been quoted £508.25 per bin for installation plus refill costs from DCC. LH advised that the council had only received £500 from the AAP grant. It had been suggested that the council purchase their own bins. LH had contacted DCC to ask how much refills would be and if they would fill PC purchased bins.

Resolved – the council agreed to investigate alternative provisions.

6.2 Cemetery Report

6.2.1 Staff training

LH has been quoted £600 for 12hrs of online training plus a further £1500 to include additional onsite training.

Resolved – the council agreed that the training was necessary however, asked if the training could be opened to other councils to help with costs. LH to make enquiries.

6.2.2 Cemetery Digitisation

Pear Technology have quoted approx. £8,000 to produce a new cemetery map, scan documents and transcribe the information for the agreed software (cost dependent on the number of graves). The quote also included a further £1500 for digital mapping software, LH advised that she was unsure if this was necessary.

Resolved – the council agreed that digitisation of the cemetery records was necessary however wanted to investigate this further.

6.3 Allotments

6.3.1 Complaint from landowner re disposing of waste

A landowner next to the allotments has complained that people are throwing their rubbish over the fence.

Resolved – LH to write a letter to all tenants re appropriate waste disposal and arrange a skip to come mid-October.

Community allotment – it was noted that the land is being worked but a shed was needed to store tools and provide shelter.

Resolved – LH to write to Horns Garden Centre requesting support for the allotment. LH to investigate grants re fruit trees for a mini orchard.

7. Police Report

7.1 To review the Police Report

The police report was shared with the council – see appendix A.

7.2 Pact Meetings

The date of the next PACT meeting has been moved to Thursday 13th October and will be live on Facebook.

Resolved – that the information be noted.

8. Planning Proposals

8.1 To review planning proposals

There were no planning proposals to review.

9. Councillor Training

Tues 18th Oct – Finance and Budgets – 6pm – online - £10

10. Finance

10.1 Expenditure 21/09/22 – 09/10/22

L Hall	Expenses, IT Subs, Poppies & Vouchers	£640.88
SLCC	Membership	£144.00
Wave	Water Bill	£42.57
DCC	Wages	£1522.48
Barclays Bank	Charges	£6.00
		£2,355.93

10.2 Income 21/09/22 – 09/10/22

HHCA	Queens Jubilee	£633.07
Greig Cavey	Cottage Rent	£382.50
		£1,015.57

10.3 Bank Balance and Reconciliation

Community Account	£9,255.93
Savings Account	£169,371.12

10.4 Banking update

LH noted that the paperwork had been sent re a debit card for the account and adding MF & NW to the mandate.

Resolved – that the information be noted.

11. Budget 2023/24

11.1 To review the following fees:

- Allotment Rent

LH advised that the current allotment rent was £30 per year which was agreed in 20/21.

Resolved – the council agreed to keep the allotment rents the same for 23/24.

- Cemetery Fees

LH advised that the Cemetery fees have remained unchanged since 18/19. **Resolved** – the council agreed to increase the cemetery fees for 23/24 (Appendix B).

- Cottage Rent

The Cottage rent was set at £450 per month in 2018, the letting agent has suggested a £25pm increase. **Resolved** – the council agreed not to increase the cottage rent.

11.2 To discuss further budgetary requirements going forward

The Clerk suggested adding an extra heading to the breakdown to include events and advised that the council agreed to earmark £1300 to AFST for football coaching in January 2021, this money remains unclaimed.

Resolved – the council agreed to adding events to the budget headings and inform AFST that if the money was not claimed by the end of the financial year (March 2023) it will be returned to the council's general reserves.

12. Citizens Award

12.1 Nominations

There were no nominations for the citizens award.

12.2 Gifts to be awarded

13. Parish Council Name Change - update from the Clerk

LH advised that the report had been submitted to DCC and is awaiting next steps.

Resolved – that the information be noted.

14. Pump Track – update from the Clerk

LH advised that DCC have been approached re leading the procurement process and the council have been successful in obtaining a grant for £5,000 from the PCC.

Resolved – that the information be noted.

15. Insurance Claim - update from the Clerk

LH had approached Zurich re making a claim for the Portaloo. LH advised that the insurance company had rejected the claim.

Resolved – that the information be noted.

16. Partnership working with Wingate PC

16.1 An afternoon with Jon Doc – update from the Clerk

The afternoon with Jon Doc is taking place on Tuesday 18th October 2-4pm @Wingate CC, Posters have been displayed and the event published on FB.

Resolved – that the information be noted.

16.2 To consider contributing to Wingate PC to expand their Citizens Advice programme to residents of Hutton Henry and Station Town

Wingate PC currently pay around £4500 a year for fortnightly services 9.30-11.30 on a Tuesday.

Resolved – the council agreed that further information was needed. LH to contact GR with the following questions:

1. How many people attend the sessions?
2. Are the sessions monitored regarding who is attending from where?
3. Can people phone or is it just face to face?
4. What is the suggestion in terms of expansion?

17. Halloween Activity Packs - Councillor Farry

MF advised that 24 packs had been ordered so far. The closing date to order is Wednesday 19th October and packs will be delivered Halloween weekend. MF noted that uptake was higher than usual.

Resolved – the council agreed to increase the budget by £50 to £250.

18. Remembrance Day – update from the Clerk

The lamppost poppies had arrived, KK & DB agreed to put them up at the end of the October and take them back down at the end of November. The wreaths have been ordered and will be delivered to JG.

Resolved – the council agreed to donate £150 to East Durham Veterans.

19. Policies

19.1 To review and agree the following policies

- Councillor Training Policy

Resolved – the council agreed to the policy.

The date of the next meeting will be Monday 14th November 2022.

Appendix A - Police Report

Hutton Henry and Station Town 01/09/2022 – 01/10/2022

Criminal Damage: x 3 incidents in Station Town

- Damage to a fence.
- Attempted damage to a window.
- Graffiti

Criminal Damage to a Vehicle: No Reported Incidents.

Antisocial Behaviour: x 3 Reported Incidents in Station Town.

Nuisance: x2

- Youths throwing eggs
- Youths on the roof of a derelict building.

Personal: x1

- Neighbourly dispute.

Environmental: x0

Burglary: x 0 reported incidents

Community Engagement:

As I'm sure most of you are aware, Station Town and Hutton Henry now has 3 PCSO's and this therefore means your neighbourhood team are on duty every day and in your area.

We have a team of three dedicated PCSO's; Laura, Jess and Sarah.

We have been seeing an increase in reports of off-road bikes being rode in our area and we would like to take this opportunity to thank you for your support in this matter. Durham Constabulary have asked members of the community to come forward and report incidents with off road bikes and by doing this, we have been able to gain key information which has allowed us to act against those responsible.

We continue to monitor any issues and are present in Station/Hutton Henry on every shift. We will continue to take positive action regarding youths believed to be responsible or involved in anti-social behaviour as well as those believed to be involved in off road bikes etc.

Appendix B

Station Town Cemetery Price List 2023/24

Interment Fees

Under 18's	£0.00
Adult – resident	£90.00
Adult – non-resident	£180.00
Ashes	£50.00

Reservation Fees

Please Note – burial fees are not included in the reservation fee.

Single grave – residents	£90.00
Double grave - residents	£180.00
Single grave - non-residents	£180.00
Double grave - non-residents	£360.00

Grave Digging

Re-opening	£150.00
Ashes	£50.00

Memorials

Headstone	£90.00
Vase	£50.00
Additional Inscription	£40.00
Move Monument	£50.00