

THE MINUTES OF THE MEETING OF

HUTTON HENRY PARISH COUNCIL

HELD ON MONDAY 12 DECEMBER 2022

Present: Councillors Mr K Knight (Chair), Mrs J Grieves, Mrs N Wood, Mr J Lyons, Mrs M Lightowler & Councillor S Deinali

1. Apologies for absence

1.1 To agree apologies for absence

Apologies for absence were received from Cllrs M Farry, D Bannon and J Glenville.

2. Declarations of interest

J Lyons declared an interest in Item 16.

3. Public Participation

Cllr Denali attended the meeting to update the council on several topics, it was noted that:

- The bus shelter in Station Town is on DCC's work order and should be completed soon.
- Consultation was now live regarding the proposed boundary changes made by DCC, any comments could be made directly to Cllr Deinali or online at <https://consultation.lgbce.org.uk/node/38197>
- SD had met with a representative from the PCC's office regarding a project to reduce ASB and asked if HHPC would get involved.

Resolved – The council agreed to assist with the PCC's ASB project.

4. The Minutes of the Meetings held on 14th November 2022

4.1 To agree the minutes

The minutes of the meeting were agreed by the council and signed by the Chair.

4.2 Update from the Clerk

LH noted that:

- A £150 donation had been made to East Durham Veterans.
- The Station Town Christmas tree was now in place and had been decorated by the children at Milbank Methodist Church.
- £220 had been donated to HHCA for their Christmas Tree.
- The 2023/24 precept request had been submitted to DCC.

5. Correspondence

There were no items of correspondence to discuss.

6. Parish Report

6.1 Parish Update

6.1.1 Grit Bins

Two new grit bins have been installed and filled at cost of £481.90.

6.2 Cemetery Report

6.2.1 Cemetery Digitisation

LH noted that the cemetery records had been sent to Pear Technologies to start the digitisation process and that the headstones deemed unsafe in the recent inspection have been laid flat.

6.3 Allotments

6.3.1 Community Allotment

LH noted that 5 fruit trees had been planted at the allotment thanks to a grant obtained by Hutton Henry Primary School. The council also thanked KK for planting them. The school had also donated some hedgerow which will be planted on the allotment site.

Resolved – that the information be noted.

7. Police Report

7.1 To review the Police Report

The police report was discussed by the council - appendix A.

7.2 Pact Meetings

The dates for future PACT meetings were confirmed as:

January 11th 6pm – 7pm – St Francis Village Hall, Hutton Henry

February 8th 6pm-7pm – Online meeting

March 8th 6pm-7pm – Milbank Methodist Church, Station town

April 5th 6pm – 7pm – Online meeting

May 17th 6pm-7pm – St Francis Village Hall, Hutton Henry

June 14th 6pm-7pm – Online meeting

Resolved – that the information be noted.

8. Planning Proposals

8.1 To review planning proposal:

DM/22/03218/FPA - Alterations and extension to existing garage to provide granny annex - Moor House, Station Town

Resolved – the council made no objections.

9. Councillor Training

There were no new training courses to discuss.

10. Finance

10.1 Expenditure 15/11/22 – 11/12/22

M Farry	Halloween Packs	£27.13
L Hall	Grit Bins	£218.28
East Durham Veterans	Donation	£150.00
Durham County Council	Wages	£2965.79
Gardens of Grace	Grit Bins & Xmas Tree	£520.00
E.On	Electricity	£46.70
Barclays Bank	Fees	£6.00
CDALC	Training	£10.00
HHCA	Christmas Tree	£220.00
Viking	Stationery	£36.76
		£3,805.25

10.2 Income 15/11/22 – 11/12/22

Greig Cavey	Cottage Rent	£382.50
Various	Allotment Rent	£90.00
Believe Housing	Warm Spaces Grant	£500.00
Durham County Council	Parish Paths Grant	£340.00
Scott's Memorials	Headstones	£140.00
Various	Burial Fees	£350.00
		£1802.50

10.3 Bank Balance and Reconciliation

Community Account	£10,493.93
Savings Account	£162,664.82

10.4 Banking Update

LH advised that the mandate change had been approved with Cllrs Farry & Wood added to the bank account and the debit card for LH had been issued.

LH presented the council a budget report for the year to date – appendix B.

Resolved – that the information be noted.

11. Citizens Award – Nominations and Gifts to be Awarded

The council nominated JP and JG for litter picking in the area, awarding each a £20 amazon voucher.

Resolved – LH to organise vouchers and certificates.

12. Parish Council Name Change - update from the Clerk

LH noted that DCC discussed the proposed name change at their full council meeting on 7th December and voted in favor of the name change, effective from 1st February 2023.

Resolved – LH to implement changes.

LH also noted that Hutton Henry and Station Town Parish Council was a long name and too long in some cases e.g., for a cheque.

Resolved – the council agreed to abbreviate the name to HHST Parish Council on the bank account.

13. Pump Track – update from the Clerk

LH noted that the lease was still not sorted. Cllr Deinali had chased this up and assured a timeline was being created.

Resolved – that the information be noted.

14. Partnership work with Wingate PC – update from the Clerk

The date for the next joint event is Tuesday 20th December with Jon Doc, bingo, and Christmas refreshments. Residents to confirm attendance by 16th December.

Resolved – that the information be noted.

Citizens Advice – Wingate PC had approached the council regarding contributing to the Citizens Advice service which operates fortnightly out of Wingate Community Centre.

Resolved – the council agreed to contribute £1500 towards the cost for 1 year, requesting evidence that residents from HH & ST are accessing the service before making any further commitment.

15. Partnership work with Hutton Henry Community Association – Cllr Knight

KK had spoken to HHCA regarding creating a warm space starting in February with several activities being hosted on a weekly basis.

Resolved - LH to approach the AAP for a donation of £500.

16. Milbank Methodist Church Christmas Lunch - update from the Clerk

The Churches Christmas Lunch is taking place on Wednesday 14th December 12.30pm. Attendees are charged £5 if they attend chapel or live in the Parish, non-residents are charged £11. LH had produced a poster and advertised on Facebook. JL advised that the projected cost was £16pp and requested the Council contribute £6pp.

Resolved – the council agreed to contribute £6 per head.

17. Christmas Activity Packs - Update from Councillor Farry

MF emailed an update; 17 packs had been ordered for Hutton Henry and 24 for station town. Delivery was planned for Saturday 17th December PM and Sunday 18th December – MF was looking for volunteers.

Resolved - the council agreed to contact MF via Whatsapp to arrange delivery.

18. Kings Coronation Saturday 6th May 2023

The council discussed possible plans for the Kings Coronation Celebrations.

Resolved – LH to contact HHCA to discuss working together and look to arrange a meeting in the new year.

Appendix A – Police Report

Monthly Figures

Hutton Henry and Station Town

Date Range: 01/11/2022 – 01/12/2022

Criminal Damage: x No reported incidents

Criminal Damage to a Vehicle: No reported Incidents.

Antisocial Behaviour: x 1 Reported Incidents in Station Town.

Environmental: x1 – Abandoned Vehicle

Burglary: x 1 reported incidents in station town

- Residential burglary

Community Engagement:

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.

A community speed watch was carried out in station town on the 8th November and a total of 5 vehicles were caught speeding during this time. We will continue to carry out speed watch in Station Town / Hutton Henry when we have spare times and would be more than happy for any of the volunteers who are trained to join us.

The next PACT meeting will be online for Hutton Henry / Station town this month and will be advertised via the Peterlee Police Facebook page.

I will be in contact again in the new year to arrange next year's meeting.

If I don't get to speak to you before have a lovely Christmas to you all.

Appendix B – Budget Report

04/12/2022

Hutton Henry Parish Council

Page 1

11:43

Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
<u>100</u>	<u>Income</u>									
1076	Precept	38,000	38,000	38,000	38,000	0	0	0	0	0
1080	Bank Interest	0	8	0	67	0	0	0	0	0
1110	LCTRS	4,034	4,139	3,772	3,772	0	0	0	0	0
1120	Cottage Rent	4,245	5,400	5,400	3,600	0	0	0	0	0
1130	Burials	1,600	2,770	2,000	2,100	0	0	0	0	0
1140	Allotment Rent	675	840	900	750	0	0	0	0	0
1145	Other	0	1,507	0	9,598	0	0	0	0	0
	Total Income	48,554	52,663	50,072	57,887	0	0	0	0	0
	Movement to/(from) Gen Reserve	48,554	52,663	50,072	57,887	0		0		
<u>200</u>	<u>Expenditure</u>									
4000	Wages	24,000	21,822	20,900	16,581	0	0	0	0	0
4060	Utilities	600	713	550	396	0	0	0	0	0
4070	Cemetery Expenses	4,000	8,411	3,630	3,382	0	0	0	0	0
4071	Facility Hire	0	200	100	60	0	0	0	0	0
4080	Cottage Expenses	2,000	720	1,000	527	0	0	0	0	0
4090	Insurance	4,100	3,628	4,500	0	0	0	0	0	0
4100	Contracts	5,300	7,817	9,300	7,183	0	0	0	0	0
4110	Playground Expenses	1,000	906	1,200	70	0	0	0	0	0
4120	Audit Fees	1,000	700	760	700	0	0	0	0	0
4125	Bank Charges	0	156	180	48	0	0	0	0	0
4130	Clerk's Expenses	450	1,883	750	284	0	0	0	0	0
4140	Caretaker Expenses	450	249	300	50	0	0	0	0	0

Continued on next page

Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4141 Training	0	522	500	190	0	0	0	0	0
4150 Subscriptions	300	403	425	383	0	0	0	0	0
4160 Gift/Hospitality	200	1,976	3,380	7,520	0	0	0	0	0
4170 Printing	1,000	0	0	0	0	0	0	0	0
4180 Donations Paid	700	4,458	2,000	1,287	0	0	0	0	0
4190 Councillor Expenses	200	229	100	0	0	0	0	0	0
4200 Dog Bags	500	283	500	311	0	0	0	0	0
4210 Allotment Expenditure	1,000	926	800	310	0	0	0	0	0
4220 Equipment/Noticeboards	0	5,947	500	689	0	0	0	0	0
4221 Stationary	0	506	500	317	0	0	0	0	0
4250 Other	0	538	0	2,602	0	0	0	0	0
Overhead Expenditure	46,800	62,992	51,875	42,890	0	0	0	0	0
6000 plus Transfer from EMR	0	2,908	0	6,229	0	0	0	0	0
Movement to/(from) Gen Reserve	(46,800)	(60,084)	(51,875)	(36,661)	0		0		
999 VAT									
115 VAT on Receipts	0	-135	0	-90	0	0	0	0	0
Total Income	0	-135	0	-90	0	0	0	0	0
515 VAT on Payments	0	4,622	0	2,463	0	0	0	0	0
Overhead Expenditure	0	4,622	0	2,463	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(4,757)	0	(2,553)	0		0		