

**THE MINUTES OF THE MEETING OF  
HUTTON HENRY PARISH COUNCIL  
HELD ON MONDAY 9 JANUARY 2023**

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

**1. Apologies for absence**

**1.1 To agree apologies for absence**

Apologies for absence were received from Cllrs Lyons, Lightowler & Wood

**2. Declarations of interest**

There were no declarations of interest

**3. Public Participation**

H Knight is collecting for charity and requested to advertise on the Councils Facebook page and noticeboards.

**Resolved** – the council agreed to advertise the event.

**4. The Minutes of the Meetings held on 12<sup>th</sup> December 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**

**HHCA Warm Spaces Project**

LH noted that this project was not going ahead as HHCA are unable to warm the hall sufficiently.

**5. Correspondence**

**Chicane in Station Town**

A resident had contacted the council to complain that the chicane had again been damaged and noted that they had submitted a FOI request to DCC regarding the costs of repairs.

LH noted that the PC had also submitted a FOI request and are in ongoing discussions with DCC, the Police and County Councillors re concerns.

**Resolved** – an update will be provided once FOI request is returned.

**Complaint re Fencing**

A resident contacted the council asking who is responsible for replacing the racecourse fencing in Station Town – many are damaged, and residents were parking their cars on the grass which is churning it up. The resident also complained about the amount of dog fouling. LH advised the resident that DCC maintain the racecourse fencing which had been reported and had asked the resident where the broken fences were to report it again.

**Resolved** – LH to contact DCC regarding the repairs and request new dog fouling signs.

**6. Parish Report**

**6.1 Parish Update**

**6.1.1 Defibrillator servicing**

LH had made enquiries regarding having the defibrillator serviced however the company only service the defibrillator itself rather than the housing. Councillors suggesting contacting the original electrician again and Wingate infants and Holy Trinity Church as they have recently had defibrillators installed.

**Resolved** – LH to contact the original electrician and enquire with Holy Trinity and Wingate Infants.

### **6.1.2 Litter in Station Town**

A resident had complained regarding the amount of litter in Station Town and noted that DCC are only doing the main road. The council suggested contacting the PCSO to see if community service is an option and to look at having a bin installed at Station Lane.

**Resolved** – LH to contact PCSO and Clean and Green Team.

## **6.2 Cemetery Report**

### **6.2.1 Cemetery Digitisation**

The cemetery records which were shipped to Pear Technologies for transcription have gone missing. LH is in communication with UPS regarding tracking them down however there is a chance they are lost and therefore new records are required – LH has started collating information from various sources. The Council suggested working together to produce a record of headstones in the cemetery.

**Resolved** – that the information be noted.

LH noted that the Rialtas Cemetery Software was £1539 for year 1 and then £269 a year. The sales and ledgers software is optional at £295 and the council felt that if it covered both the cemetery and accountancy package that it was worthwhile otherwise to leave it.

**Resolved** – LH to contact Rialtas regarding the sales and ledgers software and arrange the installation.

## **6.3 Allotments**

### **6.3.1 Community Allotment**

LH had applied for a £250 grant off the tree council to finish planting the community orchard and re wilding around the allotment site. The total cost is estimated to be approx. £700.

**Resolved** – the council agreed to pay the difference.

It was noted that whilst planting the trees K Knight broke his Spit.

**Resolved** - the council agreed to replace it and set a budget of £40.

## **7. Police Report**

### **7.1 To review the Police Report**

The police report was discussed – see appendix A.

### **7.2 PACT Meetings**

January 11<sup>th</sup> 6pm – 7pm – St Francis Village Hall, Hutton Henry

February 8<sup>th</sup> 6pm-7pm – Online meeting

## **8. Planning Proposals**

### **8.1 To review planning proposals:**

DM/22/03482/FPA Dormer bungalow Land West of Millfield Cottage Hutton Henry

**Resolved** – no objections were made.

## **9. Councillor Training**

There were no new training courses to report

## 10. Finance

### 10.1 Expenditure 12/12/22 – 08/01/23

Action For Station Town	Craft Donation	£550.00
L Hall	Expenses	£164.38
Cllr Farry	Christmas Packs	£116.71
Amazon	Citizens Award Vouchers	£40.00
DCC	Wages	£2601.83
H Knight	Stationary	£24.00
E.On	Electricity	£57.11
Wave	Water Rates	£44.20
Cllr Farry	Christmas Packs	£63.00
Wingate PC	Bingo	£410.73
		<b>£4,071.96</b>

### 10.2 Income 12/12/22 – 08/01/23

Greig Cavey	Cottage Rent	£730.00
East Durham Funerals	Burial Fees	£280.00
Scott Memorials	Burial Fees	£70.00
Borthwick Memorials	Burial Fees	£90.00
		<b>£1,170.00</b>

£3000.00 had been transferred from the savings account to the community account.

### 10.3 Bank Balance and Reconciliation

Community Account	<b>£9,769.47</b>
Savings Account	<b>£159,664.82</b>

## 11. Citizens Award – Nominations and Gifts to be Awarded

There were no nominations for the award.

LH noted that December's nominees had been presented with their certificates and vouchers.

**Resolved** – that the information be noted.

## 12. Parish Council Name Change - update from the Clerk

LH noted that the process of changing the councils name had been started. The Council suggested putting an advert in the local paper.

**Resolved** – LH to contact local press.

## 13. Pump Track – update from the Clerk

LH contacted TMJ Solicitors on 20<sup>th</sup> December for an update to be informed that DCC had still not made contact.

**Resolved** – LH to contact Cllr Deinali

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

LH advised that the next bingo would be 31<sup>st</sup> January 2023.

**Resolved** – LH to advertise

## 15. Milbank Methodist Church Christmas Lunch - update from Councillor Lyons

Item postponed due to councilor apologies

## 16. Christmas Activity Packs - Update from Councillor Farry

MF noted that 44 packs were delivered however very little feedback had been received. MF suggested linking the packs with a council meeting or PACT meeting to encourage people to come along and meet the council rather than delivering to houses.

**Resolved** – that the information be noted.

*Please note, the Parish Hall has limited accessibility*

### **17. Kings Coronation Saturday 6<sup>th</sup> May 2023**

LH had contacted HHCA re a meeting to discuss plans for the Coronation.

**Resolved** – that the information be noted.

### **18. Parish Plan Progress Review**

The council discussed the positive progress being made with the parish plan. The plan can be found in appendix B, with updates in red font.

### **19. Garden Competition 2023**

The council agreed to host two competitions one in spring and one in summer.

Spring - *best spring garden* – entries to open now and close 30<sup>th</sup> April - to be judged at May's meeting

Summer – entries open start of May and close 31<sup>st</sup> August, judged in September's meeting – categories to be *best garden, best hanging baskets, best allotment, best use of a recycled item* and there will be a children category (under 16).

Prizes will be awarded for 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> with the same values as last year (£50, £30 & £20 garden centre vouchers) however entrants can only win a prize in one category.

**Resolved** – LH to advertise the events.

### **20. School Donations – Councillor K Knight**

KK noted that last year the council donated £250 to the local schools before Christmas towards their Christmas celebrations. MF suggested that the money be donated to aid food poverty as many parents were behind with school lunch payments. The council agreed to donate £250 to St Mary's, Wingate infants, Wingate Juniors, Hutton Henry Primary and Wellfield School for families from Hutton Henry or Station Town who needed support.

**Resolved** - Cllr Farry to contact schools in Wingate and LH to contact HH.

### **21. Policies**

#### **21.1 To review and agree the following policies**

- Delegation Policy

**Resolved** – the council agreed to the policy.

## **Appendix A – Police Report**

The month of December has seen a decrease in the number of ASB incidents logged. We understand bikes and quads continue to cause an issue in all area's and we ask that residents still report these incidents as well as passing on any descriptions so we can increase our intelligence. Any other information such as the where the quads/bikes are being kept is relevant and can help prevent any further issues in the area.

We will be conducting a Speed watch this month in Hutton Henry / Station Town and will update you on all on the results. If any volunteers are interested in taking part, please let us know!

Just an update PCSO Jess Adey has move on in her career and is no longer PSCO for this area. If you need to contact us, please contact myself or the beat officer for this area is [matthew.gunby@durham.police.uk](mailto:matthew.gunby@durham.police.uk)

The next PACT meeting for Hutton Henry/ Station town will be held in Hutton Henry Church Hall at 6pm on the 11<sup>th</sup> of January, looking forward to seeing you there.

Date Range: 01/12/2022 – 31/12/2022

**Criminal Damage:** x 1 incidents in Station Town  
- Smashed window

**Criminal Damage to a Vehicle:** No Reported Incidents.

**Antisocial Behaviour:** No Reported incidents

**Burglary:** x 0 reported incidents

*Please note, the Parish Hall has limited accessibility*

Objective	Actions	Priority (L/M/H)	Review
<b>1. Stronger</b>			
1.1 Parish Council name change	To change the name of the Parish Council to include Station Town	H	The name change had been approved and will take effect from 1 <sup>st</sup> February 2023
1.2 Provide Social Events for the community	Family Fun Day/Armed Forces Day - Station Town Queens Jubilee Event – Hutton Henry	M	Armed Forces fun day held on Saturday 25 <sup>th</sup> June 2022. Fun Day planned for 16 <sup>th</sup> July 2023.
1.3 To increase accessibility for all residents	To provide transport to events/activities	M	Two beacon lighting events – one in Station Town & one in Hutton Henry on Thursday 2 <sup>nd</sup> June 2022. Big Jubilee Lunch in partnership with HHCA – Sunday 5 <sup>th</sup> June 2022.
1.4 To increase resident engagement with the PC	Activity packs provided during school holidays To organise another Meet and Greet Day	M	Free transport was provided to bring residents from Station Town to Hutton Henry for the Big Jubilee Lunch. Transport has been offered (although not utilised) for the retired residents bingo. Activity packs are offered at Easter, Summer, and Christmas. Monthly bingo.
1.5 To make Station Town Cemetery accessible to all	To digitise the records To implement the recommendations of the Accessibility Audit	M	Meet & Greet to place on Saturday 21 <sup>st</sup> May at Milbank Methodist Church, Station Town Process has been started
<b>2. Safer</b>			
2.1 Improve traffic management and safety for road users	Improve road safety signage Investigate possible speed reduction schemes	M	A speed survey was conducted in Hutton Henry – the average speed was 26mph. Speed Visors have been investigated – LH has made enquiries with DCC with no response. Cllrs Crute & Deinali involved. Speed monitoring training planned through Peterlee Police and police have been doing more regular speed watches.
	To continue encouraging residents to report incidents of speeding Improve road maintenance	H	Regular Facebook posts, Posters in display boards, PACT Meetings, website
2.2 Improve safety for road users and pedestrians	Provide grit bins	L	
2.3 To reduce anti-social behaviour	To build a Pump Track for young people in Station Town To promote attendance at PACT meetings To continue encouraging residents to report incidents of ASB	M	Two new grit bins have been installed thanks to a grant from the AAP of £500.
		H	Planning issues are now sorted, several grant applications have been submitted, The County Councillors have committed approx. £20k to the project. Funding has been committed however progress has come to a halt waiting on DCC to sort the lease.
		M	Dates are posted on FB, website and in the meeting minutes. Posters in noticeboards. Online PACT meetings are also being trialled.
		H	Regular Facebook posts, Posters in display boards, PACT Meetings, Website

	To investigate methods of protecting green spaces from off road vehicles	M	
	Promote the local neighbourhood watch scheme	L	
2.4	To reduce dog fouling	L	A request has been sent to the clean & green team
	To continue advertising the free dog bags which the PC have available	L	Advertised on FB & Website,
2.5	To reduce litter	M	
	Organising litter picks	H	Promoted on Facebook and noticeboards
	To continue encouraging residents to report incidents of Fly Tipping		
<b>3. Healthier</b>			
3.1	To reduce loneliness	M	Monthly bingo with Wingate PC
	Regular organised events for retired people		
	Advertise activities held at Milbank Methodist Church, St Francis Village Hall & Wingate Community Centre	M	What's on poster in noticeboards and shared on FB. Posts from other organisations are shared on the PC Facebook page.
3.2	To encourage healthy eating	M	The allotment has been created in Hutton Henry and some residents have started working on it.
3.3	To engage young people in a range of activities	M	
	Advertise activities held at various locations in the area		
	To reintroduce "Play Rangers" to the Villages	L	Clir Farry made enquiries however the Play Rangers don't have the capacity to expand – children from HH and ST are welcome to attend the sessions in Wingate
3.4	To increase physical activity	M	
	To promote the various local walking & cycling routes		
<b>4. Greener</b>			
4.1	Improving opportunities for wildlife	M	Fruit trees and hedgerow have been planted on the allotment site.
	Planting of wildflowers and trees	L	
	To seek advice from DCC regarding claiming the common land in Station Town, East of the Business Centre.		
	To change the plants in the flower planters according to the season	L	The flowers are changed twice a year, most recently in May, red, white & blue flowers were planted for the Jubilee.
4.2	Reduce carbon footprint in the community	H	
	To declare a climate emergency		
	To investigate schemes to reduce carbon emissions e.g. LED lightbulbs,	M	
	To reduce the amount of paper used by the Council	L	Agendas, minutes etc are now emailed to councillors and only printed on request.
	To switch utilities onto greener tariffs	L	
4.3	To reduce waste	M	
	To create "community libraries"		
4.4	To encourage buying local produce	M	
	To liaise with local vendors and advertise their products		