

**THE MINUTES OF THE MEETING OF
HUTTON HENRY & STATION TOWN PARISH COUNCIL
HELD ON MONDAY 13 FEBRUARY 2023**

Present: Councillors Mr K Knight (Chair), Mrs M Farry (Vice Chair), Mrs J Grieves, Mrs N Wood, Mrs J Glenville

Also present - 2 members of the public.

1. Apologies for absence

1.1 To agree apologies for absence

Apologies were received from Cllrs J Lyons, D Bannon & M Lightowler

2. Declarations of interest

There were no declarations of interest.

3. Public Participation

An allotment holder requested that letters re allotment clearing be sent out earlier this year to prevent the flowering of unwanted weeds.

Resolved – the council agreed to contact all allotment holders at the start of April.

4. The Minutes of the Meetings held on 9th January 2023

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

Litter in ST

LH was advised by DCC that a new bin would cost £350 – DCC are unwilling to replace the bins due to repeated vandalism. LH had contacted the PCSO regarding the community service project which used to run in the area pre Covid - LH was advised that there were no plans to reintroduce this scheme. It was however noted that DCC did not have any complaints logged re litter.

Resolved – the council agreed not to purchase a new bin but will continue promoting the reporting of issues with DCC.

Defibrillator Servicing

LH noted that having spoken to the installer, servicing was not required if the units were receiving regular checks, and everything was working correctly.

Resolved – that the information be noted.

Spring Garden Competition

The spring competition has been advertised - deadline for entries is 30/04/2023.

5. Parish Calendar Project

A resident approached the Council regarding producing a calendar for Hutton Henry and Station Town that could be sold to raise money for charity.

Resolved – the council agreed to consult with residents to see if the project was viable. LH to do a Facebook poll and councillors to speak to residents at events to see if there is an interest.

6. Correspondence

CDALC – the dates for the smaller council's forum meetings in 2023 are 16 February (Stanley Town Council), 25 May, 20 July and 23 November at 2pm.

Resolved – that the information be noted.

7. Parish Report

7.1 Parish Update

7.1.1 Fence Repairs Station Town

Due to repeated vandalism DCC will not be replacing the wooden fencing. If funding can be found, a metal fence could be installed for approx. £8000.

Resolved – the council are unable to commit to funding at this time.

7.1.2 Bridge on FP16

The bridge is not owned by DCC and was installed as part of the NCN1 cycle route, DCC did perform some patch works however FS is meeting with Sustrans to try to find a more effective solution.

Resolved – that the information be noted.

7.1.3 Salt Bin Hutton Henry

Residents have requested, via Councillor Deinali that the new grit bin be repositioned. The Council positioned the bin in the middle of two banks however, residents felt that the 2nd bank was not an issue.

Resolved – once the bin is empty, the council will look to have it moved.

7.1.4 Chicane Station Town

LH noted that DCC had replied to the FOI request. They do not have the cost of the initial installation as it is outside of the 5-year retention period. Since 2018, 5 separate work orders had been completed costing more than £3000.

KK had spoken to MS regarding the road markings and DCC had agreed to re do them. It was also suggested that additional street lighting would be useful.

Resolved – KK to chase up MS and DCC re road markings and the possibility of additional street lighting.

7.1.5 Dog Fouling

A resident had complained about dog fouling in the area. LH noted that 20x self-adhesive signs could be purchased for under £40.

Resolved – the council agreed to buy additional signs and will continue to advertise where free dog waste bags are available. Residents are also encouraged to report the problem at <https://www.durham.gov.uk/dogfouling>.

7.2 Cemetery Report

7.2.1 Cemetery Digitisation

LH noted that a claim had been submitted to UPS and new registers were being created, this data would be uploaded to the software package. The Rialtas software has increased in price since the original quotation was received to and therefore LH had spoken to a different software provider, Edge, who offer a comprehensive package for £998.30 set up and then approx. £400 per year.

Resolved – the council agreed to move forward with Edge.

7.2.2 Cemetery Plan

LH proposed altering the current cemetery plan to divide section 11 into 4 smaller sections.

Resolved – the council agreed to the suggestions made.

7.2.3 Storage Container

A resident had commented that the container was looking unsightly.

Resolved – the council agreed to seek advice regarding having it painted.

7.2.4 Registration to BRAMM and ICCM.

LH advised that membership to BRAMM (the British Register for Accredited Memorial Masons) was free and ICCM (Institute of Cemetery and Crematorium Management) was £95 per year.

Resolved – the council agreed to join both organisations.

Sheep in Cemetery

LH noted that sheep have been entering the cemetery from the neighbouring property. Sections of the fence have been patched where possible. The council had health and safety concerns and therefore had sought advice from DCC. The guidance received states that the owner of the livestock is responsible for any damage caused. The council are unable to make more permanent repairs to the fence as it is covered by hedgerow. It was hoped that when the hedge grows back the remaining gaps will be filled.

Resolved – the council agreed to speak to the owner regarding how we can keep the sheep out. The council also agreed to purchase 10 hedging plants to fill the gaps – costing approximately £25.

7.3 Allotments

7.3.1 Community Allotment

The council were unsuccessful in achieving a grant for the community allotment however KK had found the trees at a much-reduced price, costing £313.94. KK offered to trim the land ready for growing season.

Resolved – the council agreed to pay £313.94 for the trees. LH to look for possible signage re the community allotment and dedicating the orchard to Queen Elizabeth.

8. Police Report

8.1 To review the Police Report

See Appendix A

8.2 Pact Meetings

8th March @ Milbank Methodist Church

5th April Online

9. Planning Proposals

9.1 To review planning proposals:

DM/22/03665/FPA Single storey extension to east elevation, conversion of outbuilding to form garden room, erection of timber carport and reconfiguration of fencing and entrance gate East Wing, Rodridge Hall, Station Town, TS28 5HQ

Resolved – the council made no objections.

DM/23/00177/FPA Residential dormer bungalow Land West Of Millfield Cottage,
Hutton Henry, TS27 4RR

Resolved – the council made no objections.

10. Finance

10.1 Expenditure 08/01/23 – 13/02/23

Eon Next	Electricity	£249.73
L Hall	Expenses	£64.40
DCC	Grant Return	£500.00
DCC	Food Poverty Donations	£750.00
Hutton Fire Protect	Service	£30.00
Hedges Direct	Fruit Trees	£63.94
DCC	Wages	£2124.32
Vodafone	Top Up	£10.00
Wellfield School	Food Poverty Donation	£250.00
JRB Enterprise	Dog Bags	£190.20
Viking	Stationary	£54.71
Premier Waste	Cemetery Bin	£104.28
Barclays Bank	BACS Charges	£6.00
		£4,397.58

10.2 Income 08/01/23 – 13/02/23

DCC	Warm Spaces Grant	£500.00
Durham PCC	Bike Track	£5000.00
Burial Fees	Various	£770.00
R Potter	Allotment Rent	£30.00
Greig Cavey	Cottage Rent	£382.50
HMRC	VAT Return	£2,672.83
		£9,355.33

10.3 Bank Balance and Reconciliation

Community Account	£14,721.22
Savings Account	£159,664.82

10.4 Insurance Renewal

The insurance premium for 2023/24 is £4,345.29 an increase of £281.48.

Resolved – the council agreed to the renewal.

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

GH was nominated for the award for donating several bird boxes to the cemetery which JM has installed.

Resolved – the council agreed to the nomination.

12. Parish Council Name Change - update from the Clerk

On 1st February 2023 the Council's name officially changed to Hutton Henry and Station Town Parish Council.

Resolved – the council agreed to change the URL for the website and the email address to reflect the name change. The council also agreed to order the ownership sign for the playpark.

Please note, the Parish Hall has limited accessibility

13. Pump Track – update from the Clerk

LH had still not had any update regarding the pump track. KK had contacted both County Councilors on the 27th January to voice frustrations with the lack of progress.

Resolved – the council agreed to keep contacting DCC and TMJ Solicitors, the delay is costing the Parish Council due to the recent price increases.

14. Partnership work with Wingate PC

14.1 Bingo

The next bingo will be 28th February with Jon Doc. It was noted that although turnout was improving there were very few men attending.

Resolved – the council agreed to continue hosting the bingo looking to have additional entertainment quarterly. LH to link with the Men's Cree to see if there is anything that would encourage more men to attend.

14.2 Citizens Advice

LH noted that the additional funding offered by the council would be used to extend the hours.

Resolved – the council were happy with the proposal. Once the changes have been implemented, LH to contact local schools to advertise in their newsletter.

14.3 Park Coordinator Support

Wingate PC advertised for a park coordinator to run activities from Wingate Park however received no applicants. GR had asked if the council would look to support the role by providing £3k for two years.

Resolved – the council declined this request.

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

JL had contacted LH regarding the Christmas Lunch. 34 people attended, the council agreed to pay £6 per head, a total of £204.00.

Further invoices were also received for hall hire – 3x PACT meetings and the Meet and Greet – totaling £75.00.

Resolved – that the information be noted.

16. Kings Coronation Celebrations May 2023

16.1 To discuss meeting with HHCA.

LH noted that the committee agreed to hold the celebrations on Sunday 7th May at St Francis Village Hall. Holy Trinity Church have planned celebrations for Saturday 6th May. The next meeting is 2nd March, 6pm at St Francis Village Hall. LH had applied to the national lottery for funding.

16.2 To agree the budget.

Resolved – the council agreed a budget of £3000.

17. School Donations – update from the Clerk

All schools except St Mary's have received their donation and were very grateful of the support stating that the money would have a big impact on families.

Resolved - MF to chase up bank details from St Mary's.

18. Craft Village – Councillor K Knight

The idea of a Craft Village in Station Town was first proposed by F Drake. The concept would bring jobs to the area whilst reviving traditional crafts at a cost of approx. £2m.

Resolved - The council agreed they were not able to pursue such a project at this time.

19. Councilor Disqualification & Declaration of Vacancy

LH had contacted J Manchester to inform him that as he had failed to attend any meetings of the Council in the last six months, as required by the Local Government Act 1972 s85 (1), he had been disqualified as a Councillor.

Resolved – that the information be noted.

20. Policies

20.1 To review and agree the following policies.

- Cemetery Rules

Resolved – the council agreed to the amended cemetery rules.

Appendix A – Police Report

The incidents for ASB have reduced for this month.

We are going to be going into the school assembly's this month to spend some time with the children to talk about Anti-Social Behaviour and the impacts that this can have on the community.

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 are yet to conduct a Speed watch in Hutton Henry / Station Town when this is completed, I will update you with the results.

Date Range: 01/01/2023 – 31/01/2023

Criminal Damage: x 3 incidents

- Smashed window x2
- Broken gate

Criminal Damage to a Vehicle: No Reported Incidents.

Antisocial Behaviour: x 1 incident

- Youths playing in a derelict Building

Burglary: x 0 reported incidents