

**THE MINUTES OF THE MEETING OF
HUTTON HENRY & STATION TOWN PARISH COUNCIL**

HELD ON MONDAY 17 APRIL 2023

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

1. Apologies for absence

1.1 To agree apologies for absence

Apologies were received from Cllr N Wood.

2. Declarations of interest

M Lightowler declared an interest in item 21.

3. Public Participation

There were no members of the public present.

4. The Minutes of the Meetings held on 13th March 2023

4.1 To agree the minutes

The minutes were agreed and signed by the Chair.

4.2 Update from the Clerk

- Additional cost of living donations had been made to the local schools
- JM had cut the hedges at the cemetery as requested but was unable to get through some of the thicker branches. These will be cut in the autumn.
- LH had emailed DCC regarding the council tax query but had not received a response.
- LH had contacted DCC planning re concerns regarding DM/23/00249/OUT

5. Correspondence

- A resident had contacted the council re speeding vehicles in Hutton Henry asking for the possibility of another speed survey, placing the trap outside the Plough Inn. It was also noted that cars parking along the main road on Front Street in Station Town reducing visibility at the junction by the pit wheel.
Resolved – LH to contact Maxine Stubbs about the possibility of another survey and the possibility of yellow lines near the junction on Front Street.
- Cllr Deinali had been contacted by a resident of Station Town reporting rubbish along the road from Sheraton leading up to Station Town (reported to Clean and Green Team). The resident had also asked if there could be a community litter pick organised.
Resolved – the council had concerns regarding H&S along this road and therefore unsure how viable a community litter pick would be.
- A resident had requested that the roads around Newholme Estate be swept as there are a lot of loose stones.
Resolved – LH to make enquiries.
- KK informed the council that former Councillor F Drake had been awarded the Maundy Money Honor by Kings Charles for his work within the community and church.
Resolved – the council congratulated FD on his amazing achievement.

6. Parish Report

6.1 Parish Update

6.1.1 Miners Memorial

LH noted that HHPS would like to be involved with the installation of a plaque on the memorial in Station Town. The Council agreed to suggest a competition to design the plaque. The suggested wording was “dedicated to all miners who lost their lives at Hutton Henry Colliery”.

Resolved – LH to feedback to HHPS.

6.1.2 Grounds Maintenance SLA

LH advised that the Grounds Maintenance SLA for 23/24 was £4,854.62.

Resolved – the council agreed to continue the SLA.

6.2 Cemetery Report

6.2.1 Cemetery Digitisation

LH advised that work is progressing with EDGE and Pear Technologies.

Resolved – that the information be noted.

6.2.2 Storage Container

A quote was obtained from MD Shot Blasting for £650.00. LH had also contacted a local decorator but had no response.

Resolved – the council agreed to the quotation.

6.2.3 Post Box to Heaven

The post box was installed, and feedback had been very positive. LH noted that a A4 sized sign for above the box would cost £30.50.

Resolved – the council agreed to purchase the sign.

6.3 Allotments

6.3.1 Community Allotment Sign

LH displayed the proposed design for the Community Allotment Sign.

Resolved – the council agreed to the design.

KK noted that a resident had a frame for a Polly Tunnel, but it required the polythene cover. KK had also made 4 raised beds.

Resolved – the council agreed to buy the polythene cover. LH to advertise the community allotment on FB.

7. Police Report

7.1 To review the Police Report

See Appendix A.

7.2 Pact Meetings

10th May @ St Francis Village Hall

14th June Online

Resolved – that the information be noted.

8. Planning Proposals

8.1 To review planning proposals:

There were no new planning proposals to discuss.

9. Finance

9.1 Expenditure 13/03/2023 – 16/04/2023

M Farry	Easter Packs	£214.16
Ebay	Coronation	£54.80
Barclays Banks	Commission Fees	£6.00
Post Office	Postage	£7.65
Citizens Advice	Invoice	£1,500.00
DCC	Wages	£2,604.70
J Manchester	Expenses	£100.00
Wave	Water Rates	£44.57
Viking	Stationary	£191.45
DCC	School Donations	£600.00
Party Decorations	Coronation	£59.26
Amazon	Coronation	£143.22
Interplan Signs	Signs	£278.16
A Archbold	Face Painter	£30.00
Bishop Chadwick CA	Donation	£200.00
A Marshall	Cemetery Hedges	£142.80
Wellfield School	Donation	£200.00
Wingate PC	Bingo	£179.90
Milbank Methodist Church	invoice	£294.00
L Hall	Expenses	£50.05
Family Cobbler	Keys	£7.00
Ebay	Post Box	£195.00
		£7102.72

£5000 was transferred from the savings account to current account.

9.2 Income 13/03/2023 – 16/04/2023

Greig Cavey	Cottage Rent	£382.50
DCC	Precept	£42,559.00
Various	Burial Fees	£580.00
National Lottery	Coronation Grant	£2,000.00
		£45,561.50

9.3 Bank Balance and Reconciliation

Community Account	£50,134.45
Savings Account	£149,863.99

10. Annual Internal Audit Report 2022/23

10.1 To consider and agree the Internal Audit

Resolved – item postponed as the report had not been filed with the internal auditor.

11. Annual Governance Statement 2022/23

11.1 To agree the annual governance statement and have it signed by the chair

The Annual Governance Statement ensures a sound system of internal control for the Parish Council. Councillors agreed that proper arrangements had been made and responsibility has been accepted to safeguard public money.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate, included them in the accounting statements.

RESOLVED - that the annual governance statement be approved and signed by the chair.

12. Accounting Statements 2022/23

12.1 To consider and approve the statement of accounts and asset register.

Consideration was given to the Statement of Accounts and asset register for the year ended 31 March 2023, a copy of which had been circulated.

RESOLVED – councillors raised questions regarding the assets register and therefore the Statement of Accounts and asset register was not approved. LH to make further enquiries.

13. Citizens Award – Nominations and Gifts to be Awarded

KK had presented PR with his certificate and gift voucher. There were no new nominations.

Resolved – that the information be noted.

14. Pump Track – update from the Clerk

TMJ solicitors were still waiting a reply to the queries raised from DCC.

Resolved – that the information be noted.

15. Partnership work with Wingate PC

15.1 Bingo

Dates for upcoming bingo – 25th April & 30th May.

15.2 Citizens Advice

This service is now up and running. Citizens Advice offer advice on a weekly basis - face to face at Wingate Community Centre (the next dates are 2nd, 16th & 30th May) or remote by phone or email (9th & 23rd May).

Resolved – that the information be noted.

16. Kings Coronation Celebrations May 2023 – update from the Clerk

Due to a lack of volunteers the event will now only consist of a funday 12-4pm.

Resolved – that the information be noted.

Milbank Methodist Church are hosting a celebration tea, JL asked if the council would be willing to contribute towards the costs.

Resolved – the council agreed to contribute to the costs.

17. Easter Activity Packs – Update from M Farry

MF noted that 55 activity packs were delivered, which is a record.

Resolved – that the information be noted.

18. Family Fun Day Sunday 16th July – update from the Clerk

LH updated the council on progress for the funday.

Resolved – KK to speak to PD regarding use of electricity.

19. Bus Shelter Hub – Councillor J Grieves

JG noted that at Thorpe Thewles residents had turned a bus stop into a community library with donated books and CD's etc.

Resolved – the council agreed that a bus stop wasn't practical but suggested instead having a bookcase at the community allotment and Parish Hall. LH to look at possible bookcases.

20. Resident tidying land adjacent to common land at the east of Hutton Henry

A resident had approached the council re tidying the land at the east of Hutton Henry, cutting back brambles etc. and planting flowers.

Resolved – the council had no objections.

21. Plough Inn community asset – Councillor M Lightowler

The Plough Inn in Hutton Henry is up for sale. ML had made enquiries regarding the possibility of a community buy-out. Feedback from residents had been positive and ML was looking to create a steering group to progress the project.

Resolved - that the information be noted.

22. Hedgehogs R Us Highway Project

The council were approached by Hedgehogs R Us re installing Hedgehog Highways in the villages to help increase Hedgehog numbers.

Resolved – the council agreed to purchase a set of Hedgehog Highways for £150 to distribute to residents.

23. Employee Review

23.1 To discuss employee appraisals and agree any wage increments.

Employee appraisals had been conducted and it was proposed the LH be moved to SCP 17 as of 1st April 2023.

Resolved – the council agreed to the wage increase.

24. Policies

24.1 To review and agree the following policies.

There were no policies to review.

Appendix A - Police Report

There was a speed watch carried out in Station Town and a total of 4 vehicles exceeded the speed limit. These drivers will be sent a warning letter.

Over the month of March there were a total number of 16 incidents rang in for this are

We now have one of the largest beat team across the area for Station Town/ Hutton Henry. Not long-ago PC Matt Gunby and PCSO Kaitlin Richardson joined the team and now I am pleased to say PC Jonny Davis will be working with myself. There will always be a beat officer or PCSO on for this area (excluding holidays) across the two teams we have which is great news.

The next PACT meeting for Hutton Henry/ Station town will be held face to face at Hutton Henry at 6pm on the 10th of May.

Date Range: 01/03/2023 – 31/03/2023

Criminal Damage: x No incidents reported.

Criminal Damage to a Vehicle: x No incidents reported.

Antisocial Behaviour: x no incidents reported.

Burglary residential - x no incidents reported.