

**THE MINUTES OF THE MEETING OF THE
HUTTON HENRY PARISH COUNCIL
HELD ON MONDAY 12 OCTOBER 2020**

Present: Councillors K Knight, Mrs M Farry, F Drake, Mrs B Drake, Mrs J Grieves and Mrs N Wood

In the absence of the Chair, the Clerk sought nominations for a Chair for the meeting.

RESOLVED that Councillor Mrs N Wood be Chair for the meeting.

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors, Mrs J Thomas, P Marsh and K Lawson. Councillor Marsh had been unable to get a connection.

2. **DECLARATIONS OF INTEREST**

Councillors Knight and Mrs Farry declared an interest in item 8.
Councillors F Drake and Mrs B Drake declared an interest in item 10d.

3. **THE MINUTES OF THE LAST MEETING** held on **8 SEPTEMBER 2020**, a copy of which had been circulated to each Member were approved and signed by the Chair.

4. **DRAFT MINUTES**

Councillor F Drake suggested that Councillors be provided with draft minutes two weeks after the meeting in order to prepare for the next meeting. Councillors felt that the current system was sufficient and reminded everyone that the Clerk was a part time member of staff.

RESOLVED that the minutes continue to be circulated with the agenda.

5. **CORRESPONDENCE**

a) **Alice House Hospice**

A request for donation had been received from Alice House Hospice.

RESOLVED that £50 donation be given to support the work of the hospice.

b) **Hutton Henry Community Association**

The community association had submitted a request for a contribution towards the annual Christmas Tree.

RESOLVED that £100 donation be agreed.

c) **Durham Cathedral**

A request for support had been received from Durham Cathedral.

RESOLVED that further information be sought on what a donation would be used towards.

d) Proposed changes to taxi policy

A consultation on the proposed changes to the policy relating to hackney carriages and private hire vehicles, drivers and operators licensed by DCC was now open until 29 November 2020. Information regarding the changes could be found at DCC website.

RESOLVED that the information given be noted.

6. PLANNING PROPOSALS

There were no planning proposals.

7. CEMETERY REPORT

The cemetery was clean and tidy. Councillor Knight advised that Mr Manchester had offered to upgrade the cemetery map. It was a very old document and fragile and would benefit being redrawn. The cost for materials would be approximately £120.

RESOLVED that Mr Manchester be authorised to carry out the works.

8. REVIEW OF FEES AND CHARGES

Consideration was given to the fees and charges for 2021/22

RESOLVED that there be no change in the fees charged for the cemetery and allotments.

9. FINANCE

Invoices for Endorsement of Payment

PAYEE	DESCRIPTION	Amount	CHEQUE NO
Hutton Fire Protection	Service of Extinguisher	£14.40	104120
IDS Fire and Security	Call out to alarm	£102.00	104121
Anglian Water	Utilities	£37.36	104122
Durham County Council	Repairs	£267.25	104123
Durham County Council	Fuel Issues	£56.58	104123
Clerk	Expenses	£36.00	104124
Royal British Legion	Poppy wreaths	£50.00	104125
Hutton Henry Community association	Xmas tree donation	£100.00	104126
Holy Trinity Church	Donation	£100.00	104127
Paul Bruce	Health and Safety	£150.00	104128
Alice House Hospice	Donation	£50.00	104129

Bank Balances as at 14 September 2020

Bank Statements were viewed by the Chair

Bank Balances were as follows:

Tracker Account £34,793.88

Current Account £157,707.65

10. **PARISH ISSUES**

- a) Social Media – Councillor Farry advised that she had spoken to Coxhoe Parish Council for advise on a facebook page. Having a page was advised, admin could be appointed and could be used to get information out to the hard to reach people and she would like to start one for the council. The Clerk advised that a social media policy would need to be drafted and agreed.

RESOLVED that Councillor Farry be authorised to set up a Facebook account.

- b) Flower Tubs – Councillor Mrs Drake requested an update on the locations. The Clerk advised that permissions had been granted for Church Street, Pit wheel, entrance to Newholme Estate. A response from highways was still awaited for land adjacent to 1 Newholme Estate, old BT phone Box and end of eight houses. Unable to establish ownership for the land next to Bow Cottage. Highways at DCC had been asked once again for a response. The installation of the flower tubs for summer 2020 had been put on hold due to the current pandemic.

RESOLVED that the item be placed on the January agenda for discussion for implementation in the spring.

- c) Litter Picking equipment – Councillor Mrs Drake advised that the members of the public had done very well with the litter picking and filled many bags of rubbish but were having difficulty getting into the undergrowth and would like 2 long handled pickers. Councillor Grieves added that there were 2 residents in Hutton Henry who had their own equipment who constantly collected in the village. The residents were thanked for their commitment to the villages.

RESOLVED that the Clerk investigate the purchase of two long handled litter pickers.

- d) Donation for Holy Trinity towards Christmas Tree Festival – Councillor F Drake sought a donation for the church towards the Christmas Tree Festival.

RESOLVED that £100 be donated towards the festival.

At this point, the allocated time on Zoom had ended and The Clerk rescheduled a further meeting to conclude the business. Councillors F Drake and Mrs B Drake did not rejoin the meeting.

- e) Christmas Tree Lights for Station Town – this item was deferred until the next meeting as Councillor F Drake had not rejoined the meeting.
- f) Remembrance Day Wreaths – the Clerk advised that the wreaths for Hutton Henry and Station Town had been ordered and would be laid on the pit wheel and the war memorial on remembrance day. The Parish Council would not be supporting any services due to the current pandemic.

11. New Employee – Councillor F Drake had queried what training had been put in place for the Groundsman. The Clerk advised that the groundsman had received on the job training prior to the groundsman retiring. It had proved very difficult to secure any formal training. Due to the current pandemic, training providers had not been offering the courses they previously had. The Clerk had secured some manual handling and health and safety training at a cost of £150. Lloyds who supplied the Kubota were to visit the cemetery and provide some on the job training on the Kubota.

RESOLVED that the information given be noted and the training be authorised.