

**THE MINUTES OF THE ANNUAL MEETING OF THE
HUTTON HENRY PARISH COUNCIL
HELD ON MONDAY 14 MAY 2018**

Present: Councillors J Thomas, Mrs J Grieves, J Errington, K Knight, Mrs N Wood, K Lawson, Mrs M Lightowler, Mr and Mrs Manchester

Also Present: 1 resident

1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of County Councillors Pounder and Crute.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. ELECTION OF CHAIR

RESOLVED that Councillor Mrs J Thomas be elected Chair for the ensuing year.

COUNCILLOR MRS J THOMAS IN THE CHAIR

4. APPOINTMENT OF VICE CHAIR

RESOLVED that Councillor Mrs J Grieves be elected Vice Chair for the ensuing year.

5. APPOINTMENT OF INTERNAL AUDITOR

RESOLVED that Mr G Fletcher be appointed Internal Auditor for the ensuing year.

6. APPOINTMENTS TO SUB-COMMITTEES

FOOTHPATH COMMITTEE

Councillors J Errington, K Knight and Mrs M Lightowler

CEMETERY COMMITTEE

Councillors J Errington, Mrs J Thomas, J Manchester and Mrs M Lightowler

ALLOTMENTS COMMITTEE

Councillors Mrs Grieves, Mrs Lightowler, Mrs N Wood and J Errington

7. REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED that the following Members be appointed to serve as representatives of the Parish Council on the following external body for the ensuing year.

East Durham Association of Town and Parish Councils

Councillors Mrs J Grieves and Mrs M Lightowler

8. PUBLIC QUESTIONS

War Memorial

The Clerk advised that the War Memorials (Local Authorities Powers) Act 1923 restricted parish councils to only maintain, repair and protect a war memorial in its area. It could spend money for a memorial outside of its area but this was as a result of legislation.

It was suggested that a donation could be made if the community made a decision to erect a memorial.

RESOLVED that enquires be made into the maximum amount that could be donated.

9. POLICE REPORT

The Clerk advised that there had been 1 incident in Hutton Henry and 5 incidents in Station Town, 3 of which were relating to a small off road bike riding around the village. There had been 2 thefts.

A Councillor had completed the walkabout in the villages with the Police.

The fencing on the right near the bungalows was down and quads were being ridden up and down. The police had advised that the off road bikes/quads were on their radar.

RESOLVED that the information given be noted and the fencing be reported.

10. **THE MINUTES OF THE LAST MEETING** held on 9 April 2018, a copy of which had been circulated to each Member were approved and signed by the Chair.

MATTERS ARISING

Parish Website

The Clerk advised that the parish council website was now up and running. The address was www.huttonhenry.parish.durham.gov.uk. Any suggestions on content or improvement could be suggested.

11. COUNTY COUNCILLOR'S REPORT

There were no County Councillors present. Progress on the installation of an Automatic External Defibrillator (AED) be requested.

12. ALLOTMENTS

The Clerk advised that No 5 had submitted notice to quit the allotment and would be allocated to the next resident on the waiting list.

An allotment holder had requested that the tree that overshadows his allotment be trimmed back as it was shading.

It was suggested that an inspection be held in the coming weeks.

Allotment number 30 had sought permission to erect a 6ft x 5ft shed

Allotment number 26 had sought permission to erect raised beds

RESOLVED that:

- a) The tree shading allotment no 1 be trimmed back
- b) An inspection be held on Saturday 2 June at 10am
- c) Permission be granted on allotments number 26 and 30 for the works requested.

13. **CORRESPONDENCE**

a) **Salt Bin in Hutton Crescent**

A councillor had requested that a salt bin be installed but was refused as it did not meet the criteria.

RESOLVED that the information given be noted.

b) **Newcastle Airport Masterplan**

Newcastle International airport has launched an ambitious vision for the future with its Masterplan 2035, and commenced a consultation aimed at getting the views of the public and stakeholders. Consultation on the Masterplan runs until 13th September 2018. Plans can be viewed and representations submitted via the Masterplan website.

RESOLVED that the information given be noted.

c) **Removal of Street Lights**

The Clerk advised that the proposals to remove the street lighting in less built up areas had now been agreed.

RESOLVED that the information given be noted.

d) **Alice House Hospice**

A request for a donation had been received.

RESOLVED that £50 be donated.

14. **PLANNING PROPOSALS**

Consideration was given to the following planning applications:

- a) DM/18/01169/FPA Erection of 1 no. detached bungalow at Land to The North Of 1 To 6 Heaton Terrace, Station Town

RESOLVED that no objection be made.

- b) DM/18/00443/FPA Change of use of redundant stables and agricultural barns to provide residential dwelling with extension on west elevation at Moor House Farm, Station Town

RESOLVED that no objection be made.

15. **CEMETERY REPORT**

The Clerk advised that the tenants of the cottage had given notice.

RESOLVED that the cottage be marketed for let.

16. **FOOTPATHS REPORT**

The loose horses and rubbish on the path from the allotments to fish pond had been reported. The stile near the dog kennels also looked to be non compliant.

RESOLVED that the information given be noted.

17. **ANNUAL INTERNAL AUDIT REPORT 2017/18**

Consideration was given to the report of the Internal Auditor which examined the system of internal controls that were in place to ensure that the Parish Council may obtain an adequate level of assurances for its activities, a copy of which had been circulated.

The report gave details of the annual review of the internal control arrangements within the Council.

Members were advised that all Local Councils in England were expected to complete an Annual Return which summarised their annual activities at the completion of each financial year.

It was Members responsibility to ensure that financial management was adequate and effective and the Council had a sound system of internal controls.

A section within the Annual Return had been completed by the Parish Council's independent internal auditor and in his view the system of internal controls were adequate for the purpose intended and had been operated effectively. The Report recommended that the internal controls within the Parish Council were satisfactory.

RESOLVED that the Internal Audit Report 2017/2018 be accepted.

18. **ANNUAL GOVERNANCE STATEMENT 2017/18**

RESOLVED that the annual governance statement be approved and the following confirmed:

- 1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
- 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 codes of

practice that could have a significant financial effect on the ability of the council to conduct its business or on 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 assessed the risks facing the council 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.

19. **ACCOUNTING STATEMENTS 2017/18**

Consideration was given to the Statement of Accounts and asset register for the Year Ended 31 March 2018, a copy of which had been circulated.

RESOLVED that the Statement of Accounts and asset register be approved.

20. **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

The Clerk gave details of the work that was required to ensure compliance with the new GDPR regulations that came into force on 25 May 2018. The parish council had registered with the Information Commissioners Office (ICO). Further reports and policies would be required to be compiled to ensure compliance.

RESOLVED that overtime be agreed for The Clerk to develop the policies required to ensure compliance.

21. **PARISH ISSUES**

Planters

The Clerk advised that she had received one quote. A further quote would be sourced. Permission would also need to be sought from DCC to erect the hanging baskets on lampposts.

RESOLVED that the information given be noted.

Litter Pickers

A resident had noted that the litter pickers had not attended the verges between Station Town and Hutton Henry.

RESOLVED that the litter be reported.

22. **FINANCE**

Invoices for Endorsement of Payment

PAYEE	DESCRIPTION	Amount	CHEQUE NO
Durham County Council	Fuel	£49.50	103962
Durham County Council	Repairs	£320.35	103962
Durham County Council	SLA – Salaries	£506.04	103962
Cathedral Locks	Locksmith	£154.82	103963
Viking direct	Toner	£243.54	103964
Clerks Expenses	Expenses	£51.74	103965
Internal Auditor	Audit	£400.00	103966
CDALC	Subscription	£209.20	103967
Groundsman Expenses	Expenses	£59.75	103968
Alice House Hospice	Donation	£50.00	103969

Income Received

DESCRIPTION	AMOUNT
Cemetery	£25.00
Cottage Rent	£340.00

Bank Balances as at 13 April 2018

Bank Statements were viewed by the Chair

Bank Balances were as follows:

Tracker Account £34,646.43

Current Account £151,231.32