

**THE MINUTES OF THE ANNUAL MEETING OF THE  
HUTTON HENRY PARISH COUNCIL  
HELD ON MONDAY 13 MAY 2019**

**Present:** Councillor Mrs J Thomas (Chair)  
Councillors K Knight, Mrs M Lightowler, K Lawson, Mrs N Wood

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**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 M Lightowler 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 Mrs N Wood, K Knight and Mrs M Lightowler

**CEMETERY COMMITTEE**

All Councillors

**ALLOTMENTS COMMITTEE**

Councillors Mrs Grieves, Mrs Lightowler, P Marsh

**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**

There was no public questions.

9. **POLICE REPORT**

There was no police report.

10. **THE MINUTES OF THE LAST MEETING** held on **15 APRIL 2019**, a copy of which had been circulated to each Member were approved and signed by the Chair.

**MATTERS ARISING**

**Defibrillators**

The Clerk advised that the defibrillators had been installed and would be live in the coming weeks.

**Play Area**

A decision was awaited from DCC whether planning permission was required.

**Parish Councillor Co-option**

Andrea Peterken had advised that she no longer wished to become a parish councillor.

11. **PARISH COUNCILLOR CO-OPTION**

A candidate had expressed an interest in becoming a Parish Councillor. There were 5 vacancies in the Station Town Ward. The candidate addressed the meeting with their reason for applying to be a Councillor. The candidate was duly proposed and seconded and a vote took place.

**RESOLVED** that Peter Marsh be co-opted to the Station Town Ward.

12. **ALLOTMENTS**

The Clerk suggested that an inspection should be arranged for the allotments now the growing season had commenced.

A Councillor queried if allotment holders could swop allotments.

**RESOLVED** that

- (i) the inspection take place on 17 May at 5.30pm.
- (ii) no objection be made to the swapping of allotments.

13. **CORRESPONDENCE**

a) **Alice House Hospice**

A donation request had been received to support the work of the hospice.

**RESOLVED** that £50 donation be made.

b) **Councillor Training Session**

A training session aimed at all new and experienced Councillors had been arranged for 19 June 2019 in Yarm fellowship hall.

**RESOLVED** that the information be forwarded to Councillor Marsh.

c) **Bench in Cemetery**

A request had been received to erect a bench in the cemetery.

**RESOLVED** that the request be agreed and the siting to be agreed by the cemetery caretaker.

14. **PLANNING PROPOSALS**

Consideration was given to the following planning applications:

a) **DM/19/01274/FPA Proposed side porch extension at 75 Newholme Estate, Station Town**

**RESOLVED** that no objection be made.

b) **DM/19/01337/FPA Proposed rear balcony at first floor level above single storey extension at Sirmione, Front Street, Hutton Henry**

**RESOLVED** that no objection be made.

15. **CEMETERY REPORT**

The cemetery was clean and tidy, however someone had broken a lot of pots in the cemetery.

**RESOLVED** that the information given be noted.

16. **ANNUAL INTERNAL AUDIT REPORT 2018/19**

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 2018/2019 be accepted.

17. **ANNUAL GOVERNANCE STATEMENT 2018/19**

**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.

18. **ACCOUNTING STATEMENTS 2018/19**

Consideration was given to the Statement of Accounts and asset register for the Year Ended 31 March 2019, a copy of which had been circulated.

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

19. **PARISH ISSUES**

**Seat at Chicane, Station Town**

The seat at the chicane was broken and required replacement.

**RESOLVED** that a new seat be purchased and installed.

20. **FINANCE**

**Invoices for Endorsement of Payment**

PAYEE	DESCRIPTION	Amount	CHEQUE NO
S Turner	Electrician	£380.00	104027
G Fletcher	Internal audit	£400.00	104028
Clerk	Expenses	£44.32	104029
CDALC	training	£54.00	104030
CDALC	training	£209.67	104031
Groundsman	Expenses	£35.02	104032
Alice House Hospice	Donation	£50.00	104033

**Income Received**

DESCRIPTION	AMOUNT
Cottage rent	£382.50
Cemetery	£120.00

**Bank Balances as at 14 May 2019**

Bank Statements were viewed by the Chair

Bank Balances were as follows:

Tracker Account £34,715.58

Current Account £162,224.68

21. **ANY ADDITIONAL URGENT ITEMS OF BUSINESS**

**Salaries**

The Clerk advised that Durham County Council had introduced a Durham Living Wage for its employees. The hourly rate was £9.36 as opposed to the hourly rate of £8.21 for the national living wage

**RESOLVED** that all employees on the national minimum wage be now placed on the Durham Living Wage scale.