

**THE MINUTES OF THE MEETING OF THE  
HUTTON HENRY PARISH COUNCIL  
HELD ON MONDAY 20 JULY 2020**

**Present:** Councillor Mrs J Thomas (Chair)  
Councillor K Knight, Mrs M Farry, Mrs J Grieves

**1. AMENDMENT TO STANDING ORDERS**

Consideration was given to the amendment to Standing Orders to allow for virtual meetings.

**RESOLVED** that the amendment be approved.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillor P Marsh, F Drake, Mrs B Drake and Mrs N Wood

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. THE MINUTES OF THE LAST MEETING** held on **9 MARCH 2020** and of the Extraordinary Meeting held on **23 MARCH 2020**, a copy of which had been circulated to each Member were approved and signed by the Chair.

**5. ANNUAL INTERNAL AUDIT REPORT 2019/20**

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 2019/2020 be accepted.

**6. ANNUAL GOVERNANCE STATEMENT**

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

- 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.

## 7. ACCOUNTING STATEMENTS 2019/20

Consideration was given to the Statement of Accounts and asset register for the Year Ended 31 March 2020, a copy of which had been circulated.

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

## 8. PLANNING PROPOSALS

Consideration was given to the following planning applications:

- a) DM/20/01191/FPA Two storey extension to office building to provide additional office space and ancillary fitness room. Change of use of adjacent open land to form curtilage of building and tree planting belt at East Durham Business Centre, Station Town

**RESOLVED** that no objection be made.

- b) DM/20/01590/FPA Change of use of existing carriage house, equestrian stables and agricultural building to holiday let at Moor House, Station Town

**RESOLVED** that no objection be made.

- c) DM/20/01699/FPA Erection of 1 no. bungalow within curtilage of Sapphire Cottage at Sapphire Cottage, 5 West View, Station Town

**RESOLVED** that no objection be made.

## 9. CEMETERY REPORT

The cemetery was clean and tidy. The Groundsman had submitted his resignation and the position was advertised. A Groundsman had been appointed on a 1 year fixed term contract.

**RESOLVED** that a gift be purchased for the Groundsman who was retiring after 22 years' service.

## 10. FINANCE

### Invoices for Endorsement of Payment

| PAYEE                 | DESCRIPTION              | Amount  | CHEQUE NO |
|-----------------------|--------------------------|---------|-----------|
| K Knight              | Plaque for seat          | £82.00  | 104086    |
| Durham County Council | Fuel issues              | £84.23  | 104087    |
| Durham County Council | PLAYGROUND INSPECTIONS   | £446.40 | 104087    |
| Anglian Water         | Utilities                | £46.72  | 104088    |
| Richard Potter        | Allotment clearance      | £211.98 | 104089    |
| Groundsman            | Expenses                 | £35.05  | 104090    |
| Clerk                 | Expenses                 | £23.90  | 104091    |
| CDALC                 | Subscription             | £223.06 | 104092    |
| Durham County Council | Payroll SLA              | £577.63 | 104093    |
| N Power               | Utilities                | £98.41  | 104094    |
| Gardens of Grace      | Clear public footpaths   | £720.00 | 104095    |
| Groundsman            | Expenses                 | £35.77  | 104096    |
| Anglian Water         | Utilities                | £2.91   | 104097    |
| JRB Enterprises       | Dog bags                 | £164.40 | 104098    |
| J Dent                | Skip hire                | £264.00 | 104099    |
| G Fletcher            | Internal Audit           | £400.00 | 104100    |
| Carrs Billington      | Supplies                 | £155.07 | 104101    |
| Durham County Council | Grass cutting – cemetery | £173.42 | 104102    |
| Durham County Council | Website creation         | £736.51 | 104102    |
| Durham County Council | Repairs                  | £199.33 | 104102    |
| Durham County Council | Fuel                     | £26.89  | 104102    |
| Clerk                 | Expenses                 | £77.56  | 104103    |
| Clerk                 | Flowers                  | £22.00  | 104104    |
| Viking direct         | Stationary               | £113.61 | 104105    |
| Viking direct         | Face masks               | £38.98  | 104106    |
| Cash                  | Petty cash               | £50.00  | 104107    |
| Clerk                 | Gift for groundsman      | £69.99  | 104108    |
| Groundsman            | Expenses                 | £37.10  | 104109    |

### Bank Balances as at 15 June 2020

Bank Statements were viewed by the Chair

Bank Balances were as follows:

Tracker Account £34,789.07

Current Account £154,719.85

11. **PARISH COUNCILLOR DISPENSATIONS**

A number of Parish Councillors required a dispensation for not attending a meeting for 6 months due to the current Covid 19 pandemic.

**RESOLVED** that Councillors Mrs B Drake, F Drake, P Marsh, K Lawson and J Manchester be granted dispensations for non attendance.

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

**a) Park Benches**

Residents had suggested that park benches be fitted to the front of the Community Association Hall. This would be a cost of approximately £400.

**RESOLVED** that the benches be authorised.

**b) Petty Cash**

The Clerk suggested that a petty cash be provided for the Groundsman.

**RESOLVED** that £50 petty cash be authorised.