

**THE MINUTES OF THE MEETING OF THE
HUTTON HENRY PARISH COUNCIL
HELD ON MONDAY 21 JUNE 2021**

Present: Councillors, K Knight (Chair), Mrs N Wood (Vice-Chair), Mrs M Farry, Mrs J Grieves, Mr K Lawson, Mr D Bannon, Mr J Lyons, Mr F Drake and Mrs B Drake.

Also Present: 5 members of the public

1. Apologies for absence

Apologies were received on behalf of Councillors M Lightowler and J Manchester.

2. Declarations of interest

Councillors Beryl and Francis Drake declared an interest in item 11.

The Chair announced that it had been requested the meeting be recorded for the accuracy of minutes by a Councillor. This was met by concerns from other Councillors regarding how the recording would be used and stored securely. The Clerk advised that after speaking to CDALC anyone attending a Council meeting has the right to record. Due to the strong objections from Councillors and some members of the public the decision was taken to seek further advice on this matter and the meeting was not recorded.

Resolved that L Hall seek further guidance on this matter.

3. Public Participation

A resident addressed the meeting regarding the piece of land in Hutton Henry referred to in the meeting held on 17th May 2021 as 'the land behind the Plough'. The resident raised questions with regards to these minutes which were discussed.

Resolved that the Council will make no further comments on this matter until legal advice has been sought.

A resident enquired about the planning application for 80 houses in Station Town with regards to changes to the access. It was noted that the main access would be via Newholme Estate North. The resident also expressed concerns regarding burning rubbish at the cemetery.

Resolved the Clerk instruct the Groundsperson not to burn any more rubbish.

4. The Minutes of the Last Meeting held on **17 May 2021**, a copy of which had been circulated to each member were approved and signed by the chair.

Matters Arising

Reserves

Banking reserves should be at 115% of running costs. There is around £45,000 earmarked for a project in Station Town.

Item 16c

Councillor F Drake had been quoted £350 + VAT to have the Parish Hall inspected. L Hall was still awaiting on a response regarding the website.

Resolved that Councillor Drake arrange the inspection.

ROSPA

L Hall was advised that RoSPA are in the area in June and that we had missed the cut off, therefore an inspection this year would be £236 + VAT compared to £68.50 + VAT.

Resolved that L Hall arrange the inspection.

5. Correspondence

Hurworth House – resident enquired as to whether permission had been given regarding running a business out of the property. Concerns around the number of vehicles entering and parked on the property including large trucks carrying waste materials. The Councillors noted that as it is a private property this is allowed.

Resolved that the information be noted.

Police Report

1st May – 1st June saw 26 ASB incidents, 1 vehicular (motorbike stolen) and 5 criminal damage incidents. Councillors asked if it was possible to send comparative data along with the report.

Resolved that L Hall enquire about the possibility of including comparative data on the report.

Logo Competition

One entry had been received for the logo competition; a resident aged 17.

Resolved that Cllr Farry mention this in schools and it be re-publicised on Facebook.

J Dent

Advised that the business is closing and therefore the Council require a new company for the cemetery skip.

Resolved that L Hall look for other skip hire companies.

Cemetery request

A resident has requested permission to put a kerb around a double grave. There were concerns regarding the ease of maintenance and health and safety.

Resolved that going forward no curbs would be allowed in Station Town Cemetery.

Pizza Kits

Residents have emailed to say thank you for the Pizza kit's and one resident sent some photo's of her daughter making it which she gave permission to be shared on the Facebook page.

Resolved that the information be noted.

Planning Objection re Dog Kennels

The owner of the kennels had written to the Council unhappy with the objection made re planning approval for the dog kennels and the comments made within the objection. The Clerk invited the resident to the meeting, but this was declined. Councillors commented that since the last meeting they had heard the dogs barking, around what they assumed was feeding time.

Resolved that the information be noted.

Paths at Newholme

A resident had emailed with pictures regarding the state of the footpaths in Newholme Estate and commented that there were issues with stagnant water which has no drainage.

Resolved that the Clerk forward this information to DCC.

6. Planning Proposals

DM/21/01671/VOC Application for removal of conditions 5 (Landscape Buffer) and 7 (Sight Visibility Splays) and variation of condition 6 (Hedgerow Replacement) of planning permission DM/20/02300/FPA for change of use of building to residential property

Resolved that no objection be made.

DM/21/01313/OUT Residential development of 88 dwellings (outline, inc. access) – **Re-allocation of funds in section 106 of the planning committee** – Councillor F Drake.

The need to clarify where the money would go with regards to section 106 was discussed as it was felt the money should go to Station Town. Councillors felt that insufficient evidence had been taken from key parties involved in the planning process and residents have mentioned the increased noise due to traffic and the number of

houses as well as concerns around parking. It was also noted that the schools are already full so where will the new children go?

Resolved that the council submit an objection to the planning permission due to the various concerns raised and email Cllr Crute with regards to the S106 funding.

7. **Cemetery Report**

The Clerk submitted an updated seating policy to be approved by Council. The Council requested it be amended to state that all new seating be made from environmentally friendly materials. The wooden seat for Mr Frank Tyson needs to be removed as it is damaged and dangerous.

Resolved that the policy be updated and the seat be removed, saving the plaque for any relatives who may come forward.

Digitising documentation

The Clerk advised that she has a meeting with Easington Villages Clerk to discuss the software package they use to store cemetery records.

Resolved that the information be noted.

Parish Hall Renovations

The Chair advised that the decorating has now been completed, the doors have been renewed and the roof has been repaired. The final two areas are the flooring and the gates. The council have received a quote from a local carpet company to carpet the hall for £935.31.

Resolved that this quote be accepted.

8. **Finance**

- Invoices for Endorsement of Payment

Cheque No.	Payee	Description	Amount
104180	Gardens of Grace	Planters	£2589.50
104181	Mark Darby	Decoration of Parish Hall	£1906.00
104182	North East Rooflines	Roofing Repairs	£800
104183	Viking	Stationary	£37.63
104184	DCC	Payroll SLA Charges	£562.49
104185	IDS Fire and Security	Alarm Maintenance	£194.30
104186	Gardens of Grace	Plants for Planters	£900
104187	L Hall	Expenses	£221.42
104188	L Hall	IT Equipment	£758.96
DD	E.ON	Electricity	£192.06
DD	E.ON	Electricity	£49.04
DD	Wave	Water	£38.99

- Income

Description	Amount
Greig Cavey - Cottage Rent	£337.50
Cemetery Fees	£70.00

- Bank Balances as of 15th June 2021

Current Account: £167,555.60

Savings Account: £34,796.49

- Payroll update

The Clerk has met with Payroll and discussed the process for change over and when this is likely to happen. It was agreed to start the process in September with the 29th October as the first monthly pay date. This information has been shared with the Groundsperson. Questions were raised around why this did not see a reduction in our bill from DCC.

Resolved that the Clerk make further enquiries regarding the Councils SLA agreement with DCC for payroll.

9. **Meet and Greet 24th July 2021**

The planned meet and greet event were discussed with regards to who would be invited – local councillor's, service providers and other relevant parties were all mentioned. Councillors also discussed what type of questions they wanted to ask the residents and the formats to be used. Councillors discussed the possibility of inviting local organisations to have stalls – sell refreshments, cakes etc. It was also suggested that Ark Therapies be invited along with some of their animals.

Resolved that the Clerk and Cllr Farry send invites to the event. Cllr Knight to approach Ark Therapies and the Community Association.

10. **New Code of Conduct for Members**

Resolved the Council agreed to adopt the policy.

11. **The Beachdale Park Draft Scheme – Councillor J Lyons**

Cllr Lyons brought a proposal regarding Station Town for support and endorsement. Action for Station Town are registering to be a charity and asked for the Councils support with regards to this scheme. At this time no funds were requested, the charity were simply looking for possible future support with this scheme. The council have funding to build a park in Station Town and further discussions around where it would go ensued.

Resolved that the Council support the scheme in principle but it needs to go to residents for their support.

12. **Procurement Procedures – Councillor B Drake**

Cllr Drake had concerns regarding the procurement procedures and the information which the Council published.

Resolved that the Clerk minute all quotes received and why the winning quote was chosen.

13. **Accounting Procedure – Councillor B Drake**

Cllr Drake had concerns regarding the transparency of the year end accounts as she felt it was not clear how the money had been spent. The Council noted that individual transactions are minuted at the meetings and every year the accounts are internally and externally audited, and no issues had been raised. The accounts are visible for members

of the public who have not questioned them. The Clerk is happy to continue to use excel however, is meeting with another Clerk to discuss the software programme which they use.

Resolved that the Clerk send copies of the accounts to Cllr Drake and update the Council at the next meeting regarding the accounting software.

14. **Protocol between Councillors and Council Employees – Councillor B Drake**

Resolved that the policy needs reviewing and will be looked at in the next meeting.

15. **Parish Issues**

a) **Traffic Calming Measures**

Request to DCC for a 20mph speed limit around Hutton Crescent, Leechmire Terrace and South View.

Resolved that the Clerk write to highways.

b) **Any other issues Councillors wish to raise at the meeting**

Clerk ICT Equipment

Having spoken to the experts at PC world the products recommended come to a total of £758.96. This includes laptop, printer, external hard drive, office 365 subscription and McAfee Security for 1 year.

Resolved that Council agreed to this request.

Bike Track

DCC have agreed to lease the land subject to submitting a successful planning application.

Resolved that the information be noted.

16. **Any Additional Urgent Items of Business**

Street lighting

Cllr Knight noted that the streetlights have been removed at the bottom of Hutton Henry to Hutton House, concerns were raised about thefts. It was also noted that the road from Station Town to Hutton Henry did not have lighting which, in the winter, meant it is very dark and concerns were raised regarding health and safety. The Council will approach DCC but could look at paying for lighting themselves if permissions allowed.

Resolved that the Clerk approach DCC regarding this issue.

CDALC

Councillors were reminded that CDALC are there to support Councils rather than individual Councillors.

Resolved that any queries be addressed to CDALC via the chair or Clerk.