

**THE MINUTES OF THE MEETING OF THE  
HUTTON HENRY PARISH COUNCIL  
HELD ON MONDAY 8 NOVEMBER 2021**

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

**1. Apologies for absence**

Apologies for absence were received from Councillors M Lightowler, K Lawson & J Grieves

**2. Declarations of interest**

There were no declarations of interest.

**3. Public Participation**

Councillor F Drake addressed the Council on behalf of the Bishops Council Diocesan Synod, who are looking to work with communities to reach Carbon Neutral.

**Resolved** – The council wish to reduce Carbon emissions and would be willing to work with the Diocese to do so, Councillor F Drake to relay this message.

**4. The Minutes of the Last Meeting held on 11 October 2021**, a copy of which had been circulated to each member were approved and signed by the chair.

**5. Correspondence**

**NALC** – NALC had recently published two documents – ‘What can local Councils do on Climate Change’ and ‘Website accessibility and publishing guidelines’ – both documents were distributed to Councillors prior to the meeting. The Clerk advised that the Councils website does have accessibility issues and that there are companies who can provide a service to rectify these issues. Questions were raised regarding what the Service Level Agreement with DCC provides.

**Resolved** – The Clerk speak to DCC regarding the SLA. Climate Change will be discussed as part of the Parish Plan.

**AAP Funding** – The AAP have funding available for activities during the Christmas holidays which have a healthy eating/lifestyle element. Ideas included soup kits, an orange for Christingle, activities, and angel templates for Holly Trinity Church.

**Resolved** – The Clerk to apply for funding and Councillor Farry will arrange the packs.

**Horse Complaint** – C Mason, the Neighbourhood Warden advised the Council of a complaint regarding horses grazing, untethered in Hutton Henry. On inspection the horses were tethered.

**Resolved** – That the information be noted.

**Armed Forces Day** – CDALC advised that grants are available for Armed Forces Day, 25<sup>th</sup> June 2022.

**Resolved** – The Clerk felt that this could be planned alongside the family fun day and to discuss in January’s meeting.

**6. Cemetery Report - Replacement of gate post**

One of the gate posts has rotted and the gate removed for safety. Requires a new 9x9 post.

**Resolved** – The Clerk is authorised to have the post replaced.

A resident enquired with regards to placing a headstone on the grave of the unknown male in Station Town Cemetery. The reporter who covered the story initially, F Thompson is in the process of writing a follow up podcast and had suggested the possibility of placing a headstone.

**Resolved** – The Clerk contact FT for clarification before contacting the resident.

## 7. Police Report

Face to Face PACT meetings are to be re-instated from December in Station Town & Hutton Henry, dates and times will be advertised shortly.

11 Antisocial Behavior and 5 Criminal Damage incidents were reported between 01/10/21 & 31/10/21.

**Resolved** – that the information be noted.

## 8. Finance

### 8.1 Expenditure

• Easy Fuels NE	Fuel	£338.43
• Eon Next	Electricity	£25.80
• Durham County Council	Wages	£1805.73
• L Hall	Expenses	£37.05
• Sign Shed	Signs	£86.20
• L Hall	Petty Cash	£30.00
• JRB Enterprise	Dog Bags	£175.20
• PB Skip Hire	Allot Skip	£264.00
• Gardens of Grace	Winter Plants	£300.00
• Barclays Bank	Commission Fees	£15.00
• CDALC	Training Costs	£70.00
		<b>£3147.41</b>

### 8.2 Income

• Cochranes	Burial Fees	£70.00
• Allotments	Allotment Fees	£570.00
• Speckmans	Burial Fees	£140.00
• G Cavey	Cottage Rent	£382.50
• Bennetts	Burial Fees	£140.00
		<b>£1302.50</b>

### 8.3 Bank Balance and Reconciliation

The bank balances as of 8<sup>th</sup> November 2021

• Community Account	<b>£42088.19</b>
• Savings Account	<b>£134797.36</b>

### Unpresented Cheques

• 104201	£88.60
• 104205	£120.00
• 104206	£80.00
• 104207	£50.00
	<b>£338.60</b>

## 9. Donations to support local schools' Christmas celebrations

The Council had been awaiting a response from Wingate PC before agreeing donations however, no response has been received. Therefore, the Council agreed to go ahead and donate £250 to Wingate Primary, St Mary's Primary School, Hutton Henry Primary School and Wellfield School.

**Resolved** – Donations would be made to the above-mentioned schools. Councillors Farry & Wood to liaise.

## **10. Christmas Decorating Competition**

### **10.1 Categories to be judged – Resolved**

The categories to be judged are - Best Christmas Lights, Best Window Display & Most Festive. Entries to be made via email to the Clerk no later than 12pm on Saturday 18<sup>th</sup> December 2021.

### **10.2 Prizes to be awarded – Resolved**

It was agreed that each category would just have a winner who would receive a £50 Highstreet voucher. The entries would be judged by the public between Sunday 19<sup>th</sup> – Tuesday 21<sup>st</sup> December.

The Clerk to advertise the competition on Facebook, PC Website, and noticeboards.

## **11. Citizens Award**

### **11.1 Nominations – Resolved**

Councillor F Drake nominated NT & PD for their dedication to improving Station Town through bulb planting, litter picking and generally maintain the area.

### **11.2 Gifts to be awarded – Resolved**

The Council agreed to 2x £20 garden centre vouchers.

### **11.2 Update from Councillors regarding previous nominees – Resolved**

It was agreed that DH would get an Amazon voucher for £20, and SB & CW would also appreciate garden centre vouchers. Councillors Wood, Grieves and F Drake are to seek permission to share information on Facebook.

## **12. The Queens Jubilee**

### **12.1 Update from the Clerk – Resolved**

Councillors agreed to pay the invoice for the two beacons

### **12.2 Date of additional meeting to be set – Resolved**

It was agreed that the Jubilee would be discussed in January.

The Clerk was asked to price the cost of flag poles.

## **13. Pump Track**

### **13.1 Update from the Clerk regarding costings**

After speaking to contractors, a dirt pumptrack would not be cost effective due to its poor lifespan. A tarmac track, although approximately double the price would be more appropriate.

**Resolved** – Councillors agreed a tarmac track would be more appropriate.

### **13.2 Possible funding sources**

L Hall had contacted County Councillors, Local MP's and the AAP, looking for funding. Other suggestions included Children in Need, Lottery Funding and DCC. **Resolved** – that the Clerk continue to look for funding sources.

## **14. Parish Council Policies**

### **14.1 Publication Scheme**

### **14.2 Complaints Policy**

**Resolved** – Both policies were adopted

## **15. Clerk request to Council to pay SLCC Membership**

**Resolved** – The Council agreed to pay £140 for the Clerks SLCC membership.

## **16. Contacting CDALC**

**Resolved** - The Chair reiterated that if a Councillor wished to contact CDLAC, it should be done via the Chair or Clerk only.

## **17. Budget & precept for 2022/23**

### **17.1 To agree the budget for 2022/23**

**Resolved** – the budget was discussed, and Councillors agreed to decide the final budget in Decembers meeting.

### **17.2 To discuss the current Council reserves & earmarking reserves**

The Council considered the level of reserves in the bank account and weighted the risk.

**Resolved** – the Council agreed to keep the funds with one bank as the aim was to spend some large chunks of money soon. Reserves would be earmarked as specifically as possible.

### **17.3 To discuss the precept for 2022/23**

**Resolved** – the precept was discussed, and Councillors agreed to decide the final precept in December's meeting.

## **18. To discuss the production of a Parish Plan**

The Council agreed that the production of a Parish Plan was important and that it needed to be done correctly – which meant asking residents what they would like to happen in the Parish. Councillors were reminded that the Council have limited resources (in that the Clerk is only contracted for 10hrs per week) and therefore all councillors were asked to do some research. Advertising - poll on Facebook page – what do people want to see? Put a sign in the noticeboards to inform people of the Facebook poll. Place suggestion boxes in key areas e.g., St Francis Village Hall, Cemetery, Methodist Church, Harry's Fish & Chips etc. Councillor Farry to link with Station Town Allotment Association and use word of mouth.

**Resolved** – L Hall to enquire as to the cost of a village survey, Councillor Knight request a meeting with Hutton Henry Community Association and all Councillors to start speaking to residents. Aiming to have a plan pulled together early in 2022.

## **19. Discussion around the introduction of an independent Green Maintenance Contract**

**Resolved** – Councillors were issued a draft contract as a starting point and asked to go away and make suggestions.

## **20. Funding for an automatic illuminated traffic warning system - Councillor F Drake**

Item postponed to next meeting.

## **21. Parish Issues**

### **Holly Trinity Church Wingate**

The Church have a range of activities and events planned over the Christmas period including:

- 23<sup>rd</sup> November – The Centenary Singers
- 29<sup>th</sup> November – Christmas Fayre
- 14<sup>th</sup> - 20<sup>th</sup> December – Festival of Angels

### **Methodist Church Station Town**

The Methodist church are holding a film night on Saturday 18<sup>th</sup> December showing the Polar Express, 6pm start.

### **Christmas meal for the elderly**

The possibility of hosting a Christmas meal for elderly residents of Hutton Henry and Station Town in January was discussed. Councillor Lyons noted that there was already one planned through the Methodist Church and the Council suggested we support this. It was also suggested that the Council speak to the CA in Hutton Henry regarding hosting an event.