

**THE MINUTES OF THE MEETING OF THE
HUTTON HENRY PARISH COUNCIL
HELD ON MONDAY 14 MARCH 2022**

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

1. Apologies for absence

Apologies for absence were received from Councillors F Drake, B Drake, K Lawson and M Lightowler.

2. Declarations of interest

There were no declarations of interest

3. Public Participation.

No members of the public attended the meeting.

4. The minutes of the last meeting held on 14th February 2022, a copy of which had been circulated to each Member were approved and signed by the Chair.

4.2 Update from the Clerk

Garden Competition

The garden competition has been advertised on FB. The poster needed to be approved and permission sought from Milbank MC to receive entries.

Resolved - councillors agreed the poster design and confirmed the church would be happy to receive entries.

Pollution Complaint Station Town

The Clerk advised that she had been unable to contact the environmental crime team.

Resolved - councillors agreed to write a letter to Environmental Health regarding an update on the situation.

The stones at the bottom of Dormand Court, which have been moved, have been reported several times to DCC.

Resolved – Clerk to report this to DCC.

5. Correspondence

Website Maintenance

The PC webpage will be down for planned maintenance between 9.30-11.30pm on 24th March and again Easter Weekend – times TBC.

Resolved – information to be noted.

Councillor Link with AFST & PCC

Following a recent meeting between Action for Station Town & The Police and Crime Commissioner, AFST have asked that the PC nominate a councillor to act as a liaison.

Resolved – The PC requested further information be sort on this matter.

Donation Requests

Ark Therapies

A donation request was received from Ark Therapies towards new fencing.

Resolved – The Council agreed to donate £250.

Wildflowers

PD requested a donation towards planting wildflowers around the former football field in ST **Resolved** – The Council agreed to donate £150.

6. Parish Report

6.1 Parish Update

Councillor Lyons advised that further enquires were needed regarding the placement of Caution signs at Church Street. Councillors suggested putting them on trees instead.

Resolved – further enquires to be made.

6.2 Cemetery Report

Recent storms have caused damage to some headstones. The Clerk advised that a safety inspection was needed at a cost of £720 + VAT.

Resolved – The council agreed to have the cemetery inspected.

The Chair advised that both rotten gate posts have now been replaced.

Resolved – that the information be noted.

6.3 Allotments

A skip is needed, particularly for new allotment holders.

Resolved – the council arranged for a skip to be delivered at the end of March.

There are currently 3 spare allotments – 30, 20 & 13. It was suggested that allotment 30 becomes a community allotment and 20 & 13 could be divided to offer ½ plots.

Resolved – the Clerk to make enquires as to demand and this item be placed on April's Agenda.

7. Police Report

There was no police report.

PACT Meeting dates have changed – The next meeting will be held on Thursday 24th March 2022, 6-7pm at St Francis Village Hall, Hutton Henry. The following meeting (21/04/2022) will be held at Milbank Methodist Church, Station Town.

8. Planning Proposals

There were no planning proposals to discuss.

9. Finance

9.1 Expenditure 14/02/22 – 13/03/22

• HHCA	Christmas Tree	£150.00
• Viking	Stationary	£45.56
• Holly Trinity Church	Food Bank Donation	£250.00
• E.On	Electricity Bill	£32.19
• DCC	Wages	£1706.72
• Hutton Henry Primary School	Christmas Donation	£250.00
• Scott Memorials	Refund re Lawson	£70.00
• Garden of Grace	Cemetery Gate Post	£130.00
• Barclays Bank	Commission Fess	£6.00
		£2640.47

9.2 Income 14/02/22 – 13/03/22

• Marley	Burial Fees	£280.00
• Greig Cavey	Cottage Rent	£382.50
• Bennetts	Funeral	£140.00
		£802.50

9.3 Bank Balance and Reconciliation

• Community Account	£32,906.68
• Savings Account	£134,803.84

10. Citizens Award

10.1 Nominations

There were no new nominations

10.2 Gifts to be awarded

N/A

10.3 Update regarding previous nominee

Councillor Bannon agreed to deliver the certificate and gift voucher to JK.

Resolved – that the information be noted.

11. Queens Jubilee

11.1 Meeting update

On the 2nd March representatives from HHPC and HHCA met to discuss plans for the Queens Platinum Jubilee Celebrations. It was agreed that plans would focus on Thursday 2nd June – National Beacon Lighting Ceremony and Sunday 4th June – The Big Jubilee Lunch. Minutes of the meeting were distributed to all councillors prior to the meeting. The next meeting will be held on Tuesday 22nd March.

Resolved – that the information be noted

11.2 To agree to the actions suggested by the working party

Resolved – the council agreed to the suggestions made by the working party and agreed to cover all costs relating to the beacon lighting celebrations and any transport costs. Cllr Farry to liaise with Harrys Fish Shop & Devine Care Home.

11.2 To agree who will light the beacons

Resolved – the Council felt that it would be appropriate for residents who have seen the Queen through her 70-year reign light the beacons.

12. Parish Plan

12.1 To agree to publish the plan

Resolved – the council agreed to publish the Parish Plan.

12.2 To set agenda items for next meeting

Resolved – the council agreed that the Queens Jubilee celebrations and Armed Forces Day should take president at the next meeting.

13. Pump Track - update from the Clerk

The Clerk had sought advice regarding planning permission - the Council may be able to build under permitted development rights provided that any equipment or works do not exceed 4 metres in height or 200m³ in capacity. The advice was to submit a pre application enquiry relating to a potential change of use of the land providing a location plan and any detail of the engineering works/equipment required – at a cost of £50.

Resolved – the council agreed to submit a pre planning enquiry relating to change of use.

Feedback from school consultation – 100% of pupils asked agreed that the Pump Track was a good idea and 88% said they would use it. Respondents came from 8 different villages with a majority in Wingate (57), ST (19) & HH (17). Various suggestions had been made with regards to what to include around the area.

Resolved – that the information be noted.

14. Parish Council Name Change & Councillor allocation - update from the Clerk

The Clerk advised that contact with democratic services had gone unanswered and CDALC were now making further enquiries on the Councils behalf.

Resolved – the Council wish to write a complaint to Democratic services.

15. PC Insurance Renewal

15.1 To review the renewal quote for 2022/23

Resolved – the council Agreed to accept the policy.

16. Grounds Maintenance Contract

16.1 To review the grounds maintenance contract from DCC for 2022/23

Resolved – the council Agreed to renew the contract.

17. To agree new/amended Parish Council Policies

Cemetery Rules

Code of Conduct

Resolved – the council agreed to adopt all policies.

18. Meeting Updates

18.1 Smaller Councils Meeting – Councillor Grieves

Councillor Grieves advised that one of the main points raised at the meeting was the need to have emergency plans in place (due to recent storm damage).

Resolved – the council agreed to investigate this further.

18.2 Making Wingate Park Wonderful – Clerk

Cllr Farry and the Clerk have been attending meetings of a working party to improve the facilities at Wingate Park and fed back to the council what had been discussed. A FB page has been created to share information/ideas with the public.

Resolved – that the information be noted.

18.3 OAP event with Wingate PC – Clerk

Plans were still developing but the aim was to invite residents to have some food (pie & peas) and play bingo. The 7th of April had been suggested but the PC felt this was too soon and suggested 27th April 2022.

Resolved – the council agreed to provide transport with pickups at Milbank Methodist Church bus stop and St Francis Village Hall and split other costs with Wingate PC. Cllr Knight to contact minibus.

19. Disposal of Assets

19.1 To discuss disposal of old ICT equipment

The clerk advised that a company have been found who would correctly dispose of the old ICT equipment and provide the Council with certification, at no charge.

Resolved – the council agreed to having the equipment disposed of.

20. Meet and Greet

20.1 To agree a date for the Meet and Greet

Resolved – the council agreed to 21st May 2022, 11am -1pm

20.2 To agree guests to invite

Resolved – the council agreed to invite all previous attendees plus the Police and Crime Commissioner and The Safer Communities Officer for DCC.

21. Pay Award

21.1 To discuss the agreed pay award for DCC employees

Agreement had been made for the local government pay award for 2021/22 with a 1.75% increase back dated to April 2021.

Resolved – the council agreed to the pay award for all employees.

21.2 To review employees' salaries for 2022/23

Resolved – following satisfactory staff appraisals, the Council agreed to award a two point pay increase to all employees and increase the Clerks contracted hours from 10 to 12 hours a week from 1st April 2022.

22. Armed Forces Day/Funday

22.1 To agree entertainment/activities for the day

22.2 To create a “To Do” list and allocate jobs

Resolved – the council agreed to investigate having the following:

- Inflatables plus soft play for little ones.
- Toilets – L Hall
- Stalls – L Hall
- Armed Forces involvement – Cllr Bannon
- Ice cream van – Cllr Grieves
- Police and Fire Brigade – L Hall
- Children's entertainer – L Hall
- Face Painting – Cllr Lightowler
- Assault course – L Hall
- Ark therapies – Cllr Knight

Easter Eggs

Resolved – the council agreed to deliver easter eggs and crafts to residents of Station Town and Hutton Henry again this year. Cllr Farry to advertise on FB.