

**THE MINUTES OF THE MEETING OF THE
HUTTON HENRY PARISH COUNCIL
HELD ON MONDAY 11 APRIL 2022**

Present: Councillors, K Knight (Chair), Mrs M Farry, Mrs J Grieves, Mr J Manchester and Mr J Lyons.

1. Apologies for absence

Apologies for absence were received and accepted from Councillors F Drake, B Drake, N Wood, Mr D Bannon and M Lightowler

2. Declarations of interest

There were no declarations of interest

3. Public Participation

No members of public were in attendance

4. The Minutes of the Meeting held on 14th and 22nd March 2022, a copy of which had been circulated to each member were approved and signed by the Chair.

4.2 Update from the Clerk

CDALC Training

Creating Community Emergency Plans - 17th May 2022, 6 - 7.30pm at Spennymoor Town Hall, DL16 6DG & Tues 28th June 2022, 6 - 7.30pm On Zoom

Low Carbon Economy Team are offering training regarding making Councils more environmentally friendly – Monday 9th May 1-3.30pm, Thornley Village Centre.

RESLOVED that Councillors wishing to attend any training would self-register.

Retired Residents Event in association with Wingate PC

Arrangements – Free picks up from 11am for residents of Hutton Henry (St Francis Village Hall), Station Town (Milbank Methodist Church) & Wingate (Gully House & Charlton House). Bingo from 11.30am, £2 per person. Food provided around 12pm (pie & peas), more bingo and then finish around 2pm. Resident to contact L Hall or G Reid by Monday 25th April to arrange transport and food.

Resolved – The council agreed to the proposed plans and to split the costs with Wingate PC.

Joy Allen Councillor Liaison Update

Joy Allen wants to engage with HHPC to help disseminate information and advice and provide feedback. Joy Allen and her ASB Champion Amanda Patterson are drawing together a team of local police, Sgt Harry Gott, Peterlee Ward Councillor Susan MacDonnell, a councillor from Wingate Parish Council plus HHPC for occasional meetings.

Resolved – The Council agreed to send a representative to the next meeting.

5. Correspondence

Speeding Hutton Henry

A resident has emailed the Clerk regarding speeding through the village. The Council are aware of the issue and are working with the police and DCC. The Clerk asked that the resident report the incident. The Council are asking residents to report all incidents – a poster has been produced highlighting all the ways in which incidents can be reported – this is published on the PC Facebook, Website, and noticeboards. The next PACT meeting will be held at Milbank Methodist Church on Thursday 21st April, 6-7pm.

RESLOVED that the information be noted, and the Council continue to promote reporting all incidents to the police.

Councillor Resignation

Councillor Kevin Lawson submitted his resignation due to family commitments. A card has been sent to Kevin on behalf of the Parish Council to thank him for his service.

RESLOVED that the council advertise current vacancies for co-option.

6. Parish Report

6.1 Parish Update

Cllr Knight advised that the bus stop opposite Church Street in Station Town has no roof. This has been reported.

RESLOVED Cllr Knight to chase this up with DCC.

6.2 Cemetery Report

The Clerk has been in contact with Scott Memorials regarding a cemetery inspection, it may take up to 6 months.

RESLOVED that the information be noted.

The Groundsperson has requested Weedkiller and requires a sprayer.

RESLOVED that the Clerk purchase a sprayer and enquire with Groundworks regarding training.

Red Diesel Rule Changes

The rules around the use of the red diesel have changed and it can no longer be used in the lawn mower.

RESLOVED the council agreed to remain with the same supplier.

6.3 Allotments

Skip

A skip had been delivered and filled.

RESLOVED that the information be noted.

Community Allotment

The Clerk noted that there had not been much response on FB regarding the proposed community allotment however, speaking to the community, the project seems to be well received. The Clerk has sought advice from other PC's who have/had community allotments and is arranging a zoom call with a charity who run a very successful community allotment for ideas and advice.

RESLOVED it was agreed that the Council move forward with this project. K Knight to spray off the land and have it ploughed in preparation.

7. Police Report

A PACT meeting took place in Hutton Henry on 24th March. Parking issues were discussed, and it was explained that as of 31st March 2022 it is illegal to park on a pavement. PC Stocks to liaise with highways regarding a traffic survey to see if an electronic sign displaying speeds can be put in place.

There were 6 reported ASB incidents – 4 regarding off road bikes & 2 regarding youths

The next PACT meeting is planned for 21st April 6-7pm at Milbank Methodist Church.

RESLOVED that the information be noted.

8. Planning Proposals

There were no planning proposals to discuss

9. Finance

9.1 Expenditure 13/03/22 – 10/04/22

Barclays Bank	Charges	£6.00
Clerk	Expenses, Flowers & Petty Cash	£164.13
Anglian Water	Water Rates	£38.18
DCC	Wages	£1969.31
Amazon	Equipment	£429.93
BP Skip Hire	Allotment Skip	£288.00
CDALC	Training Fees	£10.00
Zurich	Insurance	£4063.81
DCC	Park SLA	£468.72
Ark Therapies	Donation	£250.00
P Devine	Donation	£150.00
Viking	Stationary	£45.54
E.On	Electricity	£72.86
		£7956.48

9.2 Income 13/03/22 – 10/04/22

Greig Cavey	Cottage Rent	£382.50
DCC	Precept & LCTSS Grant	£41,772.00
L Belt	Reservation Fees	£280.00
		£42,434.50

9.3 Bank Balance and Reconciliation

Community Account	£67,384.70
Savings Account	£134,803.84

10. Annual Internal Audit Report 2021/22

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.

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 are 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 2021/2022 be accepted.

11. Annual Governance Statement 2021/22

The Annual Governance Statement ensures a sound system of internal control for the Parish Council. Councillors agreed that proper arrangements had been made and responsibility has been accepted to safeguard public money.

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.

RESOLVED that the annual governance statement be approved and signed by the chair

12. Accounting Statements 2021/22

Consideration was given to the Statement of Accounts and asset register for the year ended 31 March 2022, a copy of which had been circulated.

RESOLVED that the Statement of Accounts and asset register be approved

13. Citizens Award

There were no Citizen Award nominations

14. Queens Jubilee

14.1 Update from Councillors & Clerk

Beacon lighting – the plans are coming along, Cllr Farry advised that she had yet been unable to find a source of entertainment in Station Town. Cllr Manchester to speak to Gills re food.

The leaflets were ready for distribution – councillors discussed the delivery plan, aiming to deliver all leaflets within the next two weeks.

Jubilee lunch – HHCA suggested encouraging people to wear red, white & blue, which the council agreed.

The next meeting with HHCA is planned for the 26th April, 6.30pm St Francis Village Hall.

RESLOVED – that the information be noted

14.2 Further actions to be considered

The Clerk suggested asking residents for any photographs of the villages from the past 70 years showing how the area has changed.

RESLOVED – the Clerk to post request on Facebook.

15. Meet and Greet

Update from the Clerk

Invites have been sent, there have not been many replies so far - deadline 2nd May.

The council wished to have a display for residents regarding what the council have achieved over the past year and to create another short survey for residents to complete.

RESLOVED that the information be noted.

16. Armed Forces Day/Funday

22.1 Update from the Clerk

DCC have advised that inflatables are not permitted on DCC land therefore different entertainment options are to be investigated, Face Painting is sorted.

The Clerk has produced a lost child policy which was distributed to all Councillors.

22.2 Further actions to be considered

It was suggested that the Council look to invite stalls holders to the day.

RESLOVED that the Clerk and Councillors continue to investigate activities for the Fun Day.

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

The Clerk has spoken to K Coulson-Patel at DCC regarding progressing the process. The report issued to councillors has been shared with DCC with the promise of some feedback and advice regarding the next steps. However, no reply has been received.

RESLOVED that the information be noted.

17. Play Rangers Update – Councillor Farry

Cllr Farry advised that she had spoken to J Smith regarding if the Play Rangers were still running and the possibility of running sessions in Station Town and Hutton Henry. Due to staffing and funding this would not be possible. However, they are still active in Wingate, Gully House 3.15 - 5.15pm on Thursdays.

RESLOVED that the information be noted.

18. Easter Packs Update – Councillor Farry

Cllr Farry advised that all the easter packs had now been delivered, 40 packs in total.

RESLOVED that the information be noted.

19. Flower Planters

Cllr F Drake contacted the Clerk to advise that one of the planters in Station Town was looking sparse and dry. It was reported before Christmas that some plants had been stolen. The council agreed that in general the flower planters were in good condition.

RESLOVED the council agreed to have the plants changed over in June.

20. Defibrillators - to discuss annual maintenance

The Clerk advised that the defibrillators are due to have an electrical inspection.

RESLOVED it was agreed that the Clerk contact the the electrician who installed them to organise a service.

21. Early Day Motion Support

In January 2019 the Committee on Standards in Public Life report was issued identifying several recommendations which required action by the Government. The Government has now published its response (report circulated to Councillors prior to the meeting).

NALC have issued a statement stating that they are “bitterly disappointed by the government's light touch and totally inadequate response. Stating, it will do nothing to help stamp out poor behaviour in councils.

NALC are seeking support from local government to highlight the short falls by writing to their local MP regarding these issues.

RESLOVED the Council agreed not to submit a response.