

THE MINUTES OF THE ANNUAL MEETING OF THE HUTTON HENRY PARISH COUNCIL

HELD ON MONDAY 9 MAY 2022

Present: Councillor K Knight, Councillor M Lightowler, Councillor J Grieves, Councillor N Wood, Councillor M Farry, Councillor D Bannon, Councillor J Lyons

1. To elect Chair for ensuing year

Resolved that Councillor Kevin Knight be elected as the Chair for the ensuing year.

Councillor Kevin Knight in the Chair

2. To appoint Vice Chair for ensuing year

Resolved that Councillor Michelle Farry be elected as the Vice Chair for the ensuing year

3. Apologies for absence

Apologies for absence were received and accepted from Councillors F Drake, J Manchester & B Drake

4. Declarations of interest

There were no declarations of interest

5. The Minutes of the Meeting held on 11th April 2022, a copy of which had been circulated to each member were approved and signed by the Chair.

4.2 Update from the Clerk

Co-option

As the council vacancy was caused by resignation, electors are given the opportunity to request an election, the following notice has been placed in the noticeboards, on the website and Facebook page.

“Due to the resignation of Kevin Lawson, a vacancy has arisen in the Office of Councillor for the Parish Council. If by Friday, 20 May 2022 a request for an election to fill said vacancy is made to Electoral Services by TEN electors an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option”.

External Audit

The AGAR report has been submitted to MAZARS.

6. Public Participation

There were no members of the public present.

7. Correspondence

AFST Update

Action for Station Town are hoping to have the craft sessions which HHPC agreed to fund set up by the summer & discussions are ongoing re the football sessions. They have also received funding for 2 large flower planters, a plant growing competition and a community allotment.

Resolved that the information be noted

DCC – Payroll SLA

The payroll SLA for 2022/23 is £274.42.

Resolved the Council agreed to adopt the SLA.

Summer Playscheme Wingate

The Council had been approached by Wingate PC regarding the possibility of joining their summer playscheme. The scheme involves two weeks of activities concluding in a day trip to South Shields. **Resolved** the Council agreed they would like to be involved

Friendly Bench

Email from S Ivey regarding the friendly bench scheme – cost is £16,974. – **Resolved** information noted

8. To appoint an Internal Auditor

Resolved that Mr G Fletcher be appointed Internal Auditor for the ensuing year

9. Representative on Outside Bodies

Resolved that the following Members be appointed to serve as representatives of the Parish Council on the following external body for the ensuing year.

Smaller Council Forum Councillors Mrs J Grieves, M Lightowler & K Knight

10. Parish Report

10.1 Parish Update

Cllr Lyons has received complaints regarding a campervan parking overnight at Church Street. **Resolved** the council did not know the rules around this, Cllr Lyons agreed to make enquires with DCC.

The Council have still not received an update regarding the investigation re the piggeries and the use of common land.

Resolved that this matter be chased up with DCC.

10.2 Cemetery Report

Residents had praised the upkeep of Station Town Cemetery and John Manchester on Facebook. The Council thanked J Manchester for his hard work.

Resolved that the information be noted.

10.3 Allotments

At present, there are two vacant allotments at the site in Hutton Henry. The Council agreed to offer to reduce the size of these plots if warranted.

Resolved that L Hall advertise this opportunity to residents.

Complaints have been made regarding the upkeep of some allotments - the tenancy agreement signed by all allotment holders states the standards expected.

Resolved that a notice be published for all holders as a reminder of the Councils expectations. Should improvements not be made, notices will be issued to individual plot holders.

11. Police Report

There was no police report to discuss.

The next PACT Meeting is planned for the 19th May @St Francis Village Hall, Hutton Henry.

Resolved that the information be noted.

12. Planning Proposals

There were no planning applications to consider

13. Training

13.1 Feedback from training

Cllr J Grieves and L Hall attended CDALC's "Engaging your community" training looking at ways the Council can engage its residents in discussion and some interesting ideas were shared.

Resolved that the information be noted.

13.2 Future Training

- **Creating a community emergency plan** - Tues 17th May 6pm, Spennymoor Town Hall & Tues 28th June at 6pm online FREE
- **Preventing Radicalisation and Extremism in your Community** - Tues 24th May 6pm, Online FREE
- **Village Greens** - Tues 14th June 2022 at 6pm, Online, £10
- **Common Land** - Tues 12th July 2022 at 6pm, Online, £10

A list of all training courses offered by CDALC can be found on their website <https://cdalc.info/training/>

Resolved that the information be noted.

14. Citizens Award

There were no nominations for the citizens award

15. Finance

15.1 Expenditure 11/04/22 – 08/05/22

DCC	Wages	£1998.75
L Hall	Planning Fee & Gift	£70.00
Cllr Farry	Easter Packs	£140.21
G Fletcher	Internal Audit Fee	£400.00
E.On	Electricity	£59.21
CDALC	Subscription Fees	£204.11
Cllr Knight	Community Allotment	£40.00
Premier Waste	Cemetery Bins	£239.90
Bullfinch	Beacons	£1176.00
Viking	Stationary	£97.02
CDALC	Training	£20.00
		£4,445.20

15.2 Income 11/04/22 – 08/05/22

Bennetts	Burial Fees	£350.00
S Bell Memorials	Burials	£20.00
HMRC	VAT return	£4757.45
Greg Cavey	Cottage Rent	£382.50
		£5,509.95

15.3 Bank Balance and Reconciliation

Community Account - £68,449.15
Savings Account - £134,803.84

Resolved the Council agreed to transfer £58,000 from the Community Account to the savings account.

15.4 To approve the continued use of direct debits & electronic payments

Resolved the Council agreed to continue using direct debits and electronic payments.

15.5 Grant Information

The council have received a grant of £1200 from DCC towards the maintenance of parish paths.

Resolved that the information be noted.

16. Queens Jubilee

16.1 Update from Councillors & Clerk

L Hall has posted on FB regarding pictures of the villages from the past 70yrs – no response yet.

Flyers advertising the events have been delivered to all residents, displayed on website, noticeboards, and Facebook.

Beacon Lighting

- Gas is proving difficult to obtain – Cllrs Knight and Bannon may have suitable bottles.
- The Beacons are due to be delivered before 31st May - a trial run is needed once delivered
- Beacon lighting is at 9.45pm not 9.15pm as previously advertised.
- Gills Fish Shop are onboard re food – it was suggested to provide residents with a ticket to be able to claim food.
- Health and Safety – Risk assessment has been completed and suggests the purchase of high visibility jackets, burns first aid kits, temporary fencing & gloves. **Resolved** the council agreed to these purchases.
- Divine Care home have nominated a resident to light the beacon in ST, it has not yet been confirmed who will light the HH beacon.

Big Jubilee Lunch

- The deadline for residents to order picnics and request transport is Friday 27th May. Requests to be sent to the Clerk huttonhenrypc@hotmail.co.uk 07554688217 or Andrea Peterken (HHCA) 07801 418459.
- Entertainment enquiries are ongoing.
- The Council agreed to display the Jubilee Beacons at the big lunch (not lit)
- Refreshments are needed – Clerk to order
- The Council agreed to order residents a souvenir chocolate – **Resolved** Cllr Farry to order these.

The date of next meeting Jubilee meeting is Tuesday 17th May @ St Francis Village Hall 6.30pm

17. Meet and Greet

17.1 Update from the Clerk

- The Clerk has spoken to HHCA about loaning some display boards for the event.
 - The Church are supplying refreshments
 - Attendance has been confirmed from Paul Howell MP, Cllr Stacey Deinali, HHCA
 - Apologies have been received from Grahame Morris MP, Cllr Rob Crute
 - There has been no response from the Police and Crime Commissioner
 - It is hoped that representatives from the Police and Fire Brigade will be in attendance if scheduling allows
- Resolved** that the information be noted

18. Armed Forces Day/Funday

18.1 Update from the Clerk

- Steve's Animal Ark have confirmed attendance coming
- NBK Leisure have been contacted asking for the mini golf, soft play and slide instead of inflatables
- HHCA have been approached about loaning tables
- Still looking for more entertainment/activities.
- Cllr Bannon to ask about loaning matting for possible displays
Resolved that the information be noted

19. Retired residents' event with Wingate PC

19.1 Feedback

The first event held on 27th April saw 14 people in attend. The feedback was positive, and it was hoped the event would be more regular. The low attendance was attributed to confusion re the purpose of the event, not everyone likes bingo & that the target audience were not being hit with advertising. It is hoped that word of mouth will encourage more to people to attend in the future.
Resolved that a flyer drop be made for the next event and that attendees be asked for suggestions moving forward.

19.2 Plans Moving Forward

It was proposed running the event on the last Tuesday of every month to make it easy to remember, with the first date being 31st May. The Council felt that with all the events currently being planned that there was too much going on and would prefer to host the next event as "tea in the park" in July. Cllr Lightowler noted that the women's bowls team practice/play on a Tuesday afternoon and it was felt that it could be a good way of promoting the bowls club.
Resolved that the Clerk take this proposal to Wingate PC

20. Preservation of local historical documents

Cllr knight had been given a historical map of the area which he suggested could be framed and put on display, however it needs some repair. The Council agreed the map was an important historical document and should be professionally restored.

Resolved that Cllr Knight investigate further and bring the information to the next meeting.

21. Speeding

21.1 To speeding concerns and possible solutions

Cllr knight has spoken to M Stubbs, Traffic Management Officer, Durham Constabulary who has arranged to have a survey done in Hutton Henry. The council discussed where in Station Town this should be done in the future, near the Chicane was suggested.

The Clerk had spoken to Cllr Crute regarding the possibility of installing Speed Visors at a cost of approximately £11k each and was waiting on a response.

It was agreed that it was a good idea to get the school involved by making some posters which could be displayed on the lampposts.

The need to promote all incidents of speeding is continuing to be promoted.

Resolved that Cllr Wood liaise with the school regarding posters. L Hall to continue advertising how incidents can be reported.

22. Litter Picking

The council have been asked to provide litter picking packs – a pack with litter picker, hoop, bin bags & gloves costs around £15.

Resolved the council agreed to order 4 sets.

23. Flower Planters

Cllr Knight has made enquiries regarding replacing the winter flowers with red, white & blue flowers for the Queens Jubilee, the quote has not yet been received.

Resolved that the information be noted

24. Community Allotment

22.1 Progress Report & Feedback

- The land has now been sprayed and rotavated ready for planting.
- L Hall had received some donated seating.
- Church Street Allotments have volunteered to help in any way they can
- L Hall had spoken to Walton Charity about their community allotment, what it grows, how it runs etc and got many good ideas for moving forward – these were shared with the Council
- **Resolved** that the information be noted

22.2 To earmark reserves

Resolved the council agreed to earmark £150 for the community allotment.

22.3 To agree next steps

- L Hall to contact Church Street Allotments regarding the possibility of some raised beds and seeds etc.
- Posters to be displayed in the local primary school – Cllr Wood to liaise.
- To make the process easier, it was agreed that people would be given their own area – Cllr Knight to arrange marking the areas out.

Resolved that the information be noted

25. Policies & Procedures

18.1 To agree the following council policies and procedures

- Standing Orders
- Financial Regulations
- Risk Management

Resolved that the policies be adopted

- Co-option Policy

Resolved that this policy be changed to be more suitable to HHPC