

**THE MINUTES OF THE MEETING OF THE  
HUTTON HENRY PARISH COUNCIL  
HELD ON MONDAY 18 JULY 2022**

**Present:** Councillors Mr K Knight (Chair), Mrs M Farry (Vice-Chair), Mrs J Grieves, Mr J Manchester & Mr J Lyons.

**1. Apologies for absence**

**1.1 To agree apologies for absence**

Apologies were received and accepted for Cllrs B Drake & N Wood

**1.2 Apologies protocol**

LH reminded the council that apologies for absence should be sent in writing to the Chair or Clerk prior to the meeting along with the reason for the absence. It is then for the Council to consider and approve these apologies. Failure to attend meetings for a period of 6 months without approval results in the seat falling vacant (Local Government Act 1972, s 85).

**Resolved** - the council agreed to adhere to the protocol.

**2. Declarations of interest**

There were no declarations of interest.

**3. Public Participation**

There were no members of the public present.

**4. The Minutes of the Meeting held on 13<sup>th</sup> June 2022**

**4.1 To agree the minutes**

**Resolved** – The minutes of the meeting were agreed by the Council and signed by the Chair

**4.2 Update from the Clerk**

**Speeding Signs**

Several enquiries have been made with local companies regarding creating speeding signs for the lampposts. LH is awaiting replies.

**Fence repairs & New bins**

LH has reported the damaged fence to the clean & green team and requested the new bins.

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

**At 18.40pm Cllrs M Lightowler & D Bannon joined the meeting.**

**5. Correspondence**

**Ark Therapies**

Ark Therapies are holding a fun day in August and asked if the council would like to be involved.

**Resolved** – the council were unable to attend.

**Unadopted Road**

A resident requested council support to buy Tarmac to repair Byway no 6 (running from Bridge Garage to the Farm) at a cost of approximately £150.

**Resolved** – the council agreed to donate £150. DB to speak to the resident.

**Santa's Wish 2022**

Peterlee Town Council requested the council contribute to their Santa's Wish Programme via donations and/or volunteering.

**Resolved** – LH to find out more information regarding making donations and when people would be needed.

**Horden PC 75<sup>th</sup> Anniversary Celebrations**

An invite was received from Horden PC to join their 75<sup>th</sup> Anniversary celebrations on Saturday 10<sup>th</sup> September.

**Resolved** – the council were unable to attend.

## 6. Parish Report

### 6.1 Parish Update

#### Bus Shelter in Station Town

KK and Cllr SD have reported the bus shelter which is missing a roof several times to DCC, SD is chasing this up.

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

### 6.2 Cemetery Report

The recent cemetery inspection identified 29 unsafe memorials (3 of which were laid flat by the inspector). The Council were advised to lay all headstones flat and erect signage to inform cemetery users.

**Resolved** – DB to enquire about the use of a mini digger. LH to place notices in noticeboards, on the website and Facebook and place signage in the cemetery.

LH noted that PWC have reimbursed the council for missed bin collections.

LH requested the council purchase the Institute of Cemetery & Crematorium Managements new book, "Essential law for cemetery and crematorium managers" which is recommended by the SLCC for all councils who manage a cemetery. The book costs £39.

**Resolved** – the council agreed to purchase the book.

A resident had complained about the upkeep of the cemetery – long grass, overgrown hedges etc. It was noted that the grass cutter had been away for repairs, now that it was returned JM was working hard to catch up. The hedges require specialist equipment and due to wildlife nesting, would not be cut until the autumn.

**Resolved** – JM asked to keep an eye on the graves and strim where necessary. LH to enquiry about hedge cutting.

KK had spoken to Carr's Billington regarding the hedge trimmer. Those looked at and quoted previously are not suitable for heavy duty, continuous use. KK was quoted £1337 for a heavy-duty kit which included hedge trimmer, pole pruner, 2x Batteries, engine, battery charger and extension pole. It was noted that further accessories could be purchased in the future if required e.g., strimmer.

**Resolved** – the council agreed to purchase the new equipment.

KK suggested contacting a roofer to ask about reattaching the Bell Rope.

**Resolved** – KK to make enquires.

### 6.3 Allotments

There were no updates.

## 7. Police Report

There was no police report to discuss.

The council **resolved** to hold the next PACT meeting in September @Milbank Methodist Church, Station Town. Date TBC.

PC Stocks has now left the area, her replacements are PC Gray, PC Adey, and PC Bartlett.

Speed watch training has been cancelled twice, however the date will be rearranged – attendees will be notified of the new date.

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

## 8. Planning Proposals

There were no planning proposals to discuss.

## 9. Councillor Training

There were no new training courses to discuss.

## 10. Finance

### 10.1 Expenditure 13/06/22 – 17/07/22

Barclays Bank	Commission Fees	£12.00
Northumbrian Water	Utilities	£44.24
Viking	Stationary	£33.10
IDS Fire & Security	Alarm Service	£200.14
Gills Fish Shop	Jubilee Food	£160.00
Cancer Research UK	Donation	£50.00
A Trattles	Face Painting	£120.00
DCC	Wages	£2209.13
JRB Enterprise	Dog Bags	£183.00
L Hall	Funday & Expenses	£248.77
E.On	Electricity	£39.60
AFST	Craft deposit	£200.00
Robinsons Butchers	Jubilee & Funday	£1485.00
Wonderful Whippy	Ice Creams Fun Day	£149.40
Steve's Animal Ark	Fun day	£150.00
Nationwide Ambulance Service	First Aiders	£768.00
Ark Therapies	Fun Day	£90.00
NBK Leisure	Inflatables	£800.00
L Hall	Petty Cash	£30.00
Rialtas	Subscription Fees	£154.80
Scott Memorials	Safety Inspection	£864.00
DCC	Grass Cutting SLA	£5548.14
		<b>£13,539.32</b>

### 10.2 Income 13/06/22 – 17/07/22

Speckmans	Burial Fees	£140.00
Greig Cavey	Cottage Rent	£632.00
		<b>£772.00</b>

### 10.3 Bank Balance and Reconciliation

Community Account - £9,257.69

Savings Account - £178,315.98

LH noted that £14,500 had been transferred from the savings account to the community account to top up the balance. Councillors were shown a detailed receipts and payments report showing the % spend against the budget to date. Gift & Hospitality currently stands at 150% of the budget however LH noted that this was due to not having an events section in the budget.

**Resolved** – the council agreed to add events to the budget for next year.

## 11. Citizens Award

### 11.1 Nominations

There were no new nominations for the Citizens Award.

KK noted that MV & GVS, previous recipients had received their gifts and were very thankful. LH noted that flowers had been sent to Divine Care Home.

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

## 12. Armed Day/Funday

### 12.1 To review the Fun Day

The event went well with approximately 150 people in attendance across the day. Attendees were very positive about the event and thanked the council for organising it. The inflatables and creepy crawlers were particularly well received.

LH is still waiting on some final invoices, a final report to follow.

The Portaloos which were hired for the event were sadly burnt out on the Saturday night. The incident had been reported to the police and the public asked to help with information – case reference number 0109260620. LH is in contact with Nixon Hire regarding next steps.

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

### **13. Parish Council Name Change & Councillor allocation**

LH had spoken to DCC regarding the name change – the information received was distributed to councillors prior to the meeting.

**Resolved** – the council agreed to start the name change process ASAP – LH to contact DCC and produce the questionnaire for the consultation. The council agreed to delay any further discussions regarding ward allocations & the number of seats on the council.

### **14. Pump Track**

#### **14.1 Update from the Clerk**

##### **Funding**

- The council had not been successful in achieving funding from Believe Housing.
- An application for £7500 had been submitted to the Community Safety Fund
- The County Councillors have agreed £20,000, an application is to be submitted to the AAP.
- WG is contacting the Councillors from Trimdon & Wingate asking for their support.
- It is hoped that a further £20k becomes available through the Towns & Villages Funding.

**Resolved** - The council agreed to commit a further £15k to the project and for LH to start the tendering process.

**Planning** – It has now been confirmed that planning permission is not required as the track will fall under permitted development rules.

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

#### **14.2 To discuss acquiring a solicitor to agree lease agreement with DCC**

The council noted there was a local solicitor, TMJ solicitors in Station Town

### **15. Retired Residents Bingo**

The next event will be Tuesday 26<sup>th</sup> July. **All** attendees to contact HHPC to register.

LH has produced a questionnaire for attendees, KK to take on the day.

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

#### **15.1 To agree plans moving forward**

**Resolved** – LH to arrange a meeting with Wingate PC to discuss the event moving forward.

### **16. Councillor Co-option**

A candidate expressed an interest in becoming a Parish Councillor. There were 3 vacancies on the council, 1 for Hutton Henry and 2 for Station Town. The candidate addressed the meeting with their reason for applying to be a Councillor. The candidate was duly proposed and seconded, and a vote took place.

**Resolved** - that Jane Glenville be co-opted to the Station Town Ward.

### **17. Garden Competition**

Hutton Henry Primary School had asked if the school are eligible to enter the competition.

**Resolved** – the council agreed that the school could enter the competition.

A tenant from Church Steet Allotments asked if they were eligible to enter the best garden and best recycled item categories.

**Resolved** – the council agreed that they were eligible to enter the recycled item category but not the best garden category.

The competition is due to end on the 31<sup>st</sup> of July.

**Resolved** - LH to ask all entrants to email pictures of their entries to be judged. The council also agreed that entrants would receive a maximum of 1 prize.

## **18. Parish Council Communications – Councillor Knight**

It was noted that some communications with the Clerk from members of the public and councillors, have been seen to be aggressive and abusive. The council agreed that this would not be tolerated.

**Resolved** – all emails to the Clerk should copy in the Chair & Vice Chair – emails which do not include the Chair/Vice-Chair will be forwarded to them. LH to write a communications policy.

## **19. Cilca Extension - Councillor Knight**

KK noted that the amount of work carried out to date by the Clerk is above and beyond the expectation meaning that there has been little time for LH to work on the CiLCA qualification.

**Resolved** – the council agreed to extend the training period by 12 months.

## **20. Residents Questionnaire – Feedback from Clerk**

LH noted that to date the resident's questionnaire had received 22 responses. The results of the survey were shared with the council prior to the meeting.

**Resolved** – The council agreed that further information/detail be requested regarding some of the comments made. As the questionnaire was anonymous, LH to put a message on Facebook asking those people to get in touch.

## **21. Summer Activity Packs - Councillor Farry**

MF requested the council distribute activity packs again this summer.

**Resolved** – the council agreed to a maximum budget of £400. The deadline to order packs was set as 3<sup>rd</sup> August 2022, delivering Sunday 14<sup>th</sup> August.

## **22. Summer Programme at Wingate CC - update from the Clerk**

Posters advertising the activities and away day to South Shields have been printed for noticeboards and adverts placed on Facebook and the PC Website. Pre-booking for the away day is essential.

HHPC are paying for residents from ST & HH for the away day.

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

## **23. Parish Plan**

### **23.1 To review progress of the Parish Plan**

The Parish Plan was RAG rated by the Clerk identifying which objectives have been: Green – achieved, Amber – partially achieved, Red – not achieved and distributed prior to the meeting.

**Resolved** – the council agreed that focus should remain on completing the pump track and name change.

## **24. Policies**

### **24.1 To review and agree the following policies**

#### **1. Donations and Grants Policy**

**Resolved** – the council agreed the donations and grants policy.

The next meeting of the council will be on Monday 12<sup>th</sup> September 6.30pm at The Parish Hall.

On conclusion of the meeting, a two-minute silence was held in memory of Joan Goodwin, a former Parish Councillor who sadly passed away in June.