

**MINUTES OF THE MEETING OF SOUTH HETTON PARISH COUNCIL HELD IN THE
COMMUNITY CENTRE ON TUESDAY 20th NOVEMBER 2018**

PRESENT: Councillors: C A Charters, L Haswell, S Mason, D Rodgers, G Rodgers (Chair),
R Stephenson, N Wade.
County Councillors: I Cochrane, E Huntington.

APOLOGIES: Councillors: J Shand, M Tempest.

1. OPEN FORUM

There were no members of the public present.

2. REQUEST FOR FINANCIAL SUPPORT FOR PROPOSED MUSICAL THEATRE GROUP

Ms Rebecca Crawford was in attendance and outlined to Members her proposals for setting up a Musical Theatre Group which would be based at the Community Centre. She gave details of the work she had undertaken to date and her future plans to establish the group.

RESOLVED- that (a) a donation of £300 be made (b) that the Community Association would be the custodian of the grant which would cover room hire and associated costs.

3. POLICE REPORT

The Police were not in attendance and the Clerk circulated their report. It gave details of six incidents of anti-social behaviour, two vehicle crimes, two incidents of criminal damage, a burglary and a theft. It also referred to patrols being carried out looking at street parking.

RESOLVED-that the information given be noted.

4. MINUTES OF THE MEETING HELD ON 16th OCTOBER 2018

RESOLVED-that the Minutes of the Meeting held on 16th October 2018 be confirmed.

5. MATTERS ARISING

There were no matters arising.

6. PLANNING MATTERS

Approval for Workshop Building and part change of use of open land to industrial land at Unit 20, South Hetton Industrial Estate.

RESOLVED-that the information given be noted.

7. CORRESPONDENCE

- (a) An invitation was received from Haswell and District Mencap Society to their Durham Cathedral Carol Service.
- (b) An invitation was received from DCC to the Chairman's Christmas Concert.
- (c) A letter of thanks was received from the Great North Air Ambulance for the Council's recent donation.
- (d) A letter of thanks was received from the Community Association for the Council's financial support.

Councillor C Charters declared an interest in the following item

- (e) A request was received from the Community Association for funding towards the Christmas Fayre and the New Year's Eve Party. It was **agreed** that a donation of £500 be given.
- (f) A donation of £700 was received from South Hetton Heritage Group towards the cost of the statue. The Council expressed their thanks to all the volunteers involved

RESOLVED-that the information given be noted.

8. FINANCIAL POSITION-BANK RECONCILIATION

The Clerk submitted a report (attached) setting out details of the bank reconciliation for October.

RESOLVED-that the report be received and the information given be noted.

9. BUDGET

The Clerk submitted a report setting out details of income and expenditure to date.

RESOLVED-that the report be received and the information given be noted.

10. ACCOUNTS

RESOLVED-that it be noted and recorded that the Clerk has made the following payments:-

		£
Bowcom	Line Marker Paint	210.24
P Hutchinson and Sons	Fertiliser	240.00
TSL	Hire of Equipment	300.00
British Gas	Gas Charges	40.64
B Garside	Tel Top-up-Groundsman	30.00
D Golden	Materials	27.85
Wave(NWG)	Water Charges	16.25
BACS-DCC	Salary Deductions	1488.46
BACS-DCC	Net Salaries	3050.44
Co-op Bank	Bank Fees	6.98
Great North Air Ambulance	Donation	100.00
Children's Foundation	Donation	100.00
SHCA	Activity Programme	1115.00
D Golden	Machine Parts	47.68
D Golden	Equipment and Materials	105.05
SLCC	Subscription	128.00
Durham Brass Band	Donation	300.00
J G Paxton and Sons	Equipment	63.00
RBL Poppy Appeal	Donation	50.00
B Garside	Expenses	50.00
D Golden	Petrol and Oil	20.34

11. PROPOSED IMPROVEMENTS-WELFARE PARK

The Clerk reported that, together with the Chairman, discussions had commenced with companies who provide play equipment. Three quotes had been received and brief details of the proposals were reported to Members. It was suggested that a Sub-Committee be set up to look at the proposals in detail and carry out an evaluation to ensure value for money.

RESOLVED-that

- (a)** A Sub-Committee be established consisting of the Clerk, Chair and Councillors L Haswell, S Mason and R Stephenson.
- (b)** Delegated authority be granted to the Sub-Committee to select the preferred supplier.

12. WELFARE MATTERS

(a) National Tree Week

The Clerk reported that, following an application to DCC, the Council had been awarded a grant of up to £150 to provide trees for the Welfare Park.

RESOLVED- that the information given be noted.

(b) Groundstaff-working hours

Following a previous request by Members the Clerk circulated a report considering a change to the Groundstaff's working arrangements.

The report outlined that in accordance with the Statement of Particulars of the Groundstaff's Terms and Conditions of Employment, their working week was an average of 37 hours. The working arrangements being based on a system of 'annualised hours' as follows:-

* a 40 hour week from the beginning of March to the end of October.

* a 30 hour week from the beginning of November to the end of February.

The 30 hour week operated so that the Groundstaff only work Monday to Thursday ie a 4 day week through the winter months.

The current arrangement meant that both Groundstaff were absent on a Friday.

Members have, in the past, suggested that a more satisfactory arrangement would be for the Groundstaff to operate with a different 'day off'.

It was suggested that they should alternate, using Friday and Monday as a 'day off' and this would be a flexible arrangement to suit them. It was felt that this would ensure full cover at the Park for the whole of the working week. It would be of particular benefit to working practices in the lead up to a weekend in terms of pitch preparation, dealing with inclement weather, safety inspections and having a general presence every working day.

Both the Groundstaff have been consulted and are willing to accept the proposal on the basis of them flexibly managing the alternate working arrangement themselves and the Clerk undertaking a risk assessment for lone working arrangements. Written notice of one month would be given to the Groundstaff.

RESOLVED- that

- (a)** the Groundstaff would alternate their 'day off' in the winter months to ensure that there was full cover for a five day working week.
- (b)** The Groundstaff would ensure that there would always be cover on a Friday.
- (c)** The Clerk would undertake a risk assessment for lone working arrangements.
- (d)** One month's notice of the changes be given to the Groundstaff.
- (e)** The new working arrangements be reviewed at the end of February 2019.

13. REPORTS

(a) Councillor Cochrane reported that he was pleased with the progress being made to resolve the 'hotspot' issues previously identified. He advised that another 'village tour' was being planned.

(b) Councillor Huntington reported that DCC's Strategic Traffic Team had responded to her concerns relating to parking problems at the school and advised that they would add the location to their future schemes list that officers would look at. Councillor Huntington

agreed to provide feedback to a resident who had raised the issue. The Clerk advised that the local police had also agreed to monitor the area.

(c) Councillor Huntington advised that DCC had been informed there were proposals by the Government to cut DCC's Health Budget by £19 million.

(d) Councillors G Rodgers and C Charters gave feedback from the EDAAP meeting.

(e) The Clerk reported that he had received an e-mail from DCC's Asset Management Team relating to the possibility of a joint residential sale involving DCC land and adjacent land owners of the former Sinclair Garage site.

RESOLVED-that DCC be informed that, in view of the 'target hardening' proposals for this site, the Parish Council feel that currently there are overriding operational reasons for the land to be retained.

14. NEXT MEETING

It was **agreed** that the next meeting of the Council would be held on **Tuesday, 15th January 2019.**

**MINUTES OF THE MEETING OF SOUTH HETTON PARISH COUNCIL HELD IN THE
COMMUNITY CENTRE ON TUESDAY 16th OCTOBER 2018**

PRESENT: Councillors: C A Charters, L Haswell, S Mason, G Rodgers (Chair), J Shand,
R Stephenson, M Tempest, N Wade.
County Councillors: I Cochrane, E Huntington.

APOLOGIES: Councillor: D Rodgers.

1. OPEN FORUM

There were no members of the public present.

2. POLICE REPORT

The Police were not in attendance and the Clerk circulated their report. It gave details of three incidents of anti-social behaviour, four vehicle crimes and three thefts.

RESOLVED-that the information given be noted.

3. MINUTES OF THE MEETING HELD ON 18th SEPTEMBER 2018

RESOLVED-that the Minutes of the Meeting held on 18th September 2018 be confirmed.

4. MATTERS ARISING

There were no matters arising.

RESOLVED-that the information given be noted.

5. PLANNING MATTERS

Approval for Dormer Bungalow and Associated Works (Re-submission) on land at Ashwood.

RESOLVED-that the information given be noted.

6. SCARECROW COMPETITION

The Chair gave an update on work that had taken place in developing the Scarecrow Competition in the Village. She felt that partnership working from a range of people would result in a successful venture. Prize money was in place, thanks to a generous donation, lists and plans would be drawn up and judging would take place on Friday 26th October. A Prize Giving Night would be held in the Community Centre on Saturday 27th October.

RESOLVED-that the information given be noted.

7. CORRESPONDENCE

- (a) In response to a request from the Great North Air Ambulance it was **agreed** to make a donation of £100.
- (b) In response to a request from The Children's Foundation it was **agreed** to make a donation of £100.
- (c) A letter of thanks was received from the Community Association for the Council's recent donation.
- (d) In response to a letter from the Community Association it was **agreed** to make a donation of £1115 consisting of £400 towards their Halloween party and £715 for a new P A System. The money would come from the ring fenced Activity Programme funding.
- (e) A request was received from Rebecca Crawford requesting financial support for a business venture which would allow her to set up a stage school for South Hetton using the Community Centre as a base. It was **agreed** in principle that the Council would be willing to provide financial support and that Ms Crawford should be invited to attend the next meeting to discuss her plans further.

RESOLVED-that the information given be noted.

8. FINANCIAL POSITION-BANK RECONCILIATION

The Clerk submitted a report (attached) setting out details of the bank reconciliation for September.

RESOLVED-that the report be received and the information given be noted.

9. BUDGET

The Clerk submitted a report setting out details of income and expenditure to date.

RESOLVED-that the report be received and the information given be noted.

10. ACCOUNTS

RESOLVED-that it be noted and recorded that the Clerk has made the following payments:-

		£
A Dover, NE Timber	Allotment Fencing	2350.00
B Garside	Tel Top-up (Groundsman)	30.00
Bacs-DCC	Salary Deductions	1839.07
Bacs-DCC	Net Salaries	3050.44
Co-op Bank	Bank Fees	6.98
Wave (NWG)	Water Charges	145.57
Two Red Rubber Things	Steel Sculpture	18000.00
TSL	Top Soil	102.00
TSL	Supply & Spread Seed	188.00
TSL	Supply & Spread Top Dressing	813.60
TSL	Seed & Top Dressing	741.60
DCC	Machine Repairs	87.40
DCC	Fuel	71.90
L Strong, S & H Plastering	Refurbishment of Walls	1350.00
D Golden	Tarmac/Timber/Petrol	90.89
Premier Waste	Trade Waste	245.78
TSL	Hire of Rota Rake	540.00
TSL	Fertiliser/Line Marker	100.80
SHCA	Management Contribution	2818.15
Co-op Bank	Bank Fees	30.00
B Garside	Expenses/Tel/Broadband/Mileage/Postage	279.02

11. UNAUTHORISED ENCAMPMENTS

The Chair and Clerk gave a report from their meeting with DCC earlier in the day. Two options for target hardening were considered for the land adjacent to the Methodist Chapel. It was suggested that Option 2 would be the preferred option. This would involve target hardening in a straight line, following the line of the pavement but allowing access to private areas of land. DCC officers agreed to seek clarity on land ownership and boundary issues and look further at costs of fencing, gates and boulders. Options were also put forward for the Industrial Estate and it was reported that these would be discussed with the land manager (Whittle Jones).

RESOLVED-that the information given be noted.

12. PROPOSED SCULPTURE-WELFARE PARK

The Chair and Clerk gave an update on the ongoing work at the Park, the current fund

raising efforts and proposals for the area around the seat.

RESOLVED-that the information given be noted.

13. WELFARE MATTERS

Andy Laundon, Chairman of the Cricket Club was in attendance. His letter had previously been circulated to Members. The letter outlined proposals from the Club which he felt would improve facilities at the Park both for the Club itself and other users. It advised that the Club's longer term plan for securing external funding and undertaking fund raising activities would help the Club to expand, improve its standing in north east cricket and benefit the community as a whole.

Members agreed to two initial changes. That the motorised heavy duty roller be transferred from the Club into Parish Council ownership. This would allow Groundstaff access to it at all times to enable better preparation of wickets before matches. It would also be maintained and insured by the Council. It was also agreed, following the Club's suggestion, that investigations commence into proposals to develop and convert the 5-a-side court into a multi-use astro turf facility. This would allow usage for both cricket and football. Grant funding would be sought to finance the proposal together with fund raising events.

RESOLVED-that (a) the motorised heavy duty roller be transferred from Cricket Club ownership to Parish Council ownership (b) that the Council agree in principle to the Cricket Club's proposals for the 5-a-side court (c) that the Council agree to support the Cricket Club's proposal to secure external funding and put together a scheme for further discussion.

14. REPORTS

- (a) Councillor Huntington gave an update on the multi-agency meeting recently held to discuss proposals for improvements to the bridlepath south of Fallowfield Terrace. She also advised that there were now proposals for an increase to DCC's Education budget.
- (b) Councillor Cochrane gave an update on issues that had been actioned following the recent 'tour' of the Village. He gave details of responses from DCC and Durham Housing Group.

RESOLVED-that the information given be noted.

15. NEXT MEETING

It was **agreed** that the next meeting of the Council would be held on **Tuesday, 20th November 2018.**

**MINUTES OF THE MEETING OF SOUTH HETTON PARISH COUNCIL HELD IN THE
COMMUNITY CENTRE ON TUESDAY 18th SEPTEMBER 2018**

PRESENT: Councillors: C A Charters, D Rodgers, G Rodgers (Chair), J Shand, R Stephenson,
M Tempest, N Wade.
County Councillor: E Huntington.

APOLOGIES: Councillors: L Haswell, S Mason.
County Councillor: I Cochrane.

1. OPEN FORUM

Four members of the public were in attendance to raise issues relating to the unauthorised encampments on land adjacent to the Methodist Chapel and on the Industrial Estate.

The Chair explained that the Council had been working with DCC's Gypsy, Roma, Traveller Service, Police and County Councillors to find a solution. The Chair reported that all issues and concerns raised by residents had been passed on to DCC who were fully aware of community tensions. Recently, productive meetings had been held resulting in a number of options being identified for target hardening.

The Chair advised that DCC were investigating land ownership of the areas concerned and taking legal advice about what action could be taken if land ownership couldn't be established.

Partnership work would continue to scope the range of options, costs and potential funding. Representatives from the Parish Council would attend a further meeting on the 16th October.

The members of the public expressed their thanks for the report and the work undertaken.

2. POLICE REPORT

PC Wilson was in attendance. He gave details of five incidents of anti-social behaviour, four burglaries and one of criminal damage. He also advised that the recent horse fair had resulted in the lowest number of calls to the Police since the event started. He reported that the event passed without major issues.

RESOLVED-that the information given be noted.

3. MINUTES OF THE MEETING HELD ON 16th JULY 2018

RESOLVED-that the Minutes of the Meeting held on 16th July 2018 be confirmed.

4. MATTERS ARISING

The Clerk advised that DCC had confirmed that they would commence grass cutting on the A182 highway verge in early May next year.

RESOLVED-that the information given be noted.

5. PLANNING MATTERS

- (a) Application for Dormer Bungalow and Associated Works (Re-submission) on land at Ashwood.
- (b) Application for proposed workshop building and part change of use of open land to industrial land at Unit 20, Industrial Estate (Two Red Rubber Things).
- (c) Approval for conversion of shop with flat above to a detached house including new pitched roof over front flat roof at 4 Welfare Crescent South.
- (d) Approval for detached private double garage on Garage Plots 7 and 8 at Ullswater Terrace.
- (e) Application for erection of detached garage on land to the rear of 1 Frederick Terrace.

RESOLVED-that the information given be noted.

6. CORRESPONDENCE

The Clerk advised that he had received correspondence from Holy Trinity Church advising that the application for closure of part of the Churchyard was being prepared. Also payment of £3776.64 had been made to DCC for grass cutting for 2018.

RESOLVED-that a further update from the Church be awaited.

7. FINANCIAL POSITION-BANK RECONCILIATION

The Clerk submitted reports (attached) setting out details of the bank reconciliations for July and August.

RESOLVED-that the reports be received and the information given be noted.

8. BUDGET

The Clerk submitted a report setting out details of income and expenditure to date.

RESOLVED-that the report be received and the information given be noted.

9. ACCOUNTS

RESOLVED-that it be noted and recorded that the Clerk has made the following payments:-

£

DCC	Fuel	72.34
SHCA	Summer Programme/Room Hire	995.00
B Garside	Internet Security	94.99
D Golden	Petrol/Mileage	46.36
N Power	Electricity Charges	84.50
BACS-DCC	Salary Deductions	1488.66
BACS-DCC	Net Salaries	3050.44
Co-op Bank	Bank Fees	10.42
B Garside	Mileage/Tel/Postage	232.53
Regal Print	Newsletter	177.00
Citizens Advice	Donation	300.00
Viking	Metal Cabinet and Cupboard	619.51
Darlington BC	Summer Bedding	801.22
British Gas	Gas Charges	262.27
Mazars LLP	External Audit Fee	480.00
N Power	Electricity Charges	46.91
N Power	Electricity Charges	1.26
B Garside	Expenses/Tel (Groundsman)	80.00
G W Wright	Fertiliser	86.40
BACS-DCC	Salary Deductions	1488.46
BACS-DCC	Net Salaries	3570.62
Co-op Bank	Bank Fees	6.98
Trade UK	Equipment	5.79
B Garside	PC Support Agreement	117.00
N Power	Electricity Charges	96.53
Complete Weed Control	Application of Herbicide	270.00
B Garside	Expenses/Cleaning Materials	61.64

10. EXTERNAL AUDIT

The Clerk reported that the External Audit had been satisfactorily completed and the Auditors, Mazars L.L.P. had confirmed that there were no matters to bring to the attention of the Council.

RESOLVED-that the information given be noted and the Clerk be thanked for the work undertaken.

11. FENCING-GREY HORSE ALLOTMENTS

The Clerk reported that, following the theft of a section of wooden fencing at the allotments, he had taken urgent action in consultation with the Chair to have the fencing replaced and the site made secure. Approximately 50 metres of new fencing was erected by North East Timber Services at a cost of £2350.

**RESOLVED - (a) that the action of the Clerk and the Chair be endorsed.
(b) that consideration be given to a future programme of fencing replacement.**

12. UNAUTHORISED ENCAMPMENTS

The Chair referred to the report she had given in the Open Forum and Members were pleased with progress and would await an update following the next meeting on 16th October.

RESOLVED-that the information given be noted.

13. PROPOSED SCULPTURE-WELFARE PARK

The Clerk and Chair informed Members that, further to discussions at July's meeting, agreement had been reached with Ray Lonsdale of Two Red Rubber Things to purchase a park bench sculpture for the Welfare Park. Members were in agreement that this would not only contribute to the ongoing improvements to the Park but would be a feature residents could enjoy and be proud of. The Chair advised that the Heritage Group had agreed to renew their fund raising efforts with a view to making a contribution to the cost of the sculpture.

**RESOLVED-that (a) the Council agree to purchase the sculpture at a cost of £15,000
(b) The Council note that a contribution to the cost would be made in due course from the Heritage Group following their fund raising exercise.**

14. WELFARE MATTERS

The Clerk advised that the Sunday Football Teams had contacted the Clerk relating to the overgrown area behind the northern boundary of the football pitch. Both teams were experiencing expense from replacement of lost balls. They had requested that the Council consider erecting netting behind the goal. The Clerk advised that Ground staff had undertaken work to cut back the weeds and vegetation and had applied weed killer. This would be continued on a regular basis. It was hoped that this would resolve the situation which would be continually monitored.

RESOLVED-that the information given be noted.

15. REPORTS

Councillor Huntington gave an update on current issues facing DCC. These included cuts to Health and Education Budgets, parliamentary boundary changes and NHS restructuring.

In response to a request from C Charters, Councillor Huntington agreed to refer issues relating to the maintenance of the old mineral railway line south of Fallowfield Terrace to DCC.

RESOLVED-that the information given be noted.

16. NEXT MEETING

It was **agreed** that the next meeting of the Council would be held on **Tuesday, 16th October 2018.**

**MINUTES OF THE MEETING OF SOUTH HETTON PARISH COUNCIL HELD IN THE
COMMUNITY CENTRE ON MONDAY 16th JULY 2018**

PRESENT: Councillors: C A Charters, S Mason, G Rodgers (Chair), J Shand, R Stephenson,
M Tempest, N Wade.
County Councillors: I Cochrane, E Huntington.

APOLOGIES: Councillors: L Haswell, D Rodgers.

1. OPEN FORUM

There were no members of the public present.

2. POLICE REPORT

The Police were not in attendance and the Clerk circulated their report. It advised of two incidents of anti-social behaviour, three incidents of criminal damage and two burglaries. It also advised that a small number of incidents were called in to Police during the Horse Fair.

RESOLVED-that the information given be noted.

3. MINUTES OF THE MEETING HELD ON 19th JUNE 2018

RESOLVED-that the Minutes of the Meeting held on 19th June 2018 be confirmed.

4. MATTERS ARISING

There were no matters arising.

5. PLANNING MATTERS

- (a) Approval for variation of condition 2 of Planning Permission to reflect alterations to window and door positioning and other minor alterations on land to the north of 52 Abbeydale Gardens.
- (b) Application for erection of two storey extension at side of dwelling at 1 Ullswater Terrace.
- (c) Outline approval for erection of 3 detached dwellings with some matters reserved for future consideration at The Old Vicarage, Vicarage Close.

- (d) Approval for detached bungalow on land to the east of 9 Plantation Walk.
- (e) Application for detached double garage on garage plots 7 and 8, Ullswater Terrace.

RESOLVED-that the information given be noted.

6. CORRESPONDENCE

(a) E-mails relating to the Horse Fair.

The Clerk reported receipt of an e-mail from Ian Hoult DCC's Neighbourhood Protection Manager which gave details of a number of actions that DCC and the Police had identified as being the responsibility of the landowner to improve the organisation of the trot. Members were also advised of a further e-mail received from Clare Hubbard, DCC's Gypsy, Roma and Traveller Officer informing that a meeting would be arranged to discuss the number of unauthorised encampments in South Hetton, rising community tensions and options for target hardening.

Members were extremely concerned that the suggestion was to hold a meeting in September which would be after the next Horse Fair in August.

RESOLVED-that the Clerk write to Ms Hubbard and other partners requesting that the meeting be arranged as quickly as possible and certainly before the August Horse Fair.

(b) E-mail to Anna Brooker, Vicar, Holy Trinity Church relating to the Churchyard.

The Clerk reported that he had written to Ms Brooker on 28th June requesting that the Church's application for the closure of part of the Churchyard be made as quickly as possible and that the Council be kept informed of progress. As yet a reply had not been received.

RESOLVED-that the Clerk would write again to Anna Brooker.

(c) E-mail from Citizens Advice, County Durham requesting financial support.

RESOLVED-that the Council make a donation of £300 to Citizens Advice, County Durham.

(d) E-mail to DCC relating to grass cutting along the A182.

The Clerk reported that he had written to Jeff Talbot, DCC, relating to the annual cuts of the highway verge along the A182. A request was made for an extra cut earlier in the year. Mr Talbot replied to confirm that he would raise the request at DCC's next management team meeting. County Councillors Huntington and Cochrane both expressed their support for this request.

RESOLVED-that Councillor Huntington would make representations to DCC supporting the Council's request.

7. FINANCIAL POSITION-BANK RECONCILIATION

The Clerk submitted a report (attached) setting out details of the bank reconciliation for June.

RESOLVED-that the report be received and the information given be noted.

8. BUDGET

The Clerk submitted a report setting out details of income and expenditure to date.

RESOLVED-that the report be received and the information given be noted.

9. ACCOUNTS

RESOLVED-that it be noted and recorded that the Clerk has made the following payments:-

		£
B Garside	Expenses	50.00
TSL	Spraying-Cricket Outfield	342.00
British Gas	Service Gas Boiler	58.80
DCC	Fuel	74.08
Trade UK	Equipment and Materials	300.49
DCC	Allotment Lease	30.00
BACS-DCC	Salary Deductions	1622.90
BACS-DCC	Net Salaries	3050.24
Co-op Bank	Bank Fees	10.42
N Power	Electricity Charges	88.73
D Golden	Petrol	13.03
NWG	Water Charges-Allotments	17.68
NWG	Water Charges-Welfare	144.33
SHCA	Management Contribution	2818.14
G W Wright	Fertiliser	86.40
B Garside	Expenses/Tel Top-up Groundsman	80.00
Premier Waste	Trade Waste Charges	239.00
Co-op Bank	Bank Fees	30.00
British Gas	Gas Charges	51.26
HMRC	N I Contributions	122.54
CDALC	Training Course-GDPR	30.00
DCC	Repairs to Machinery	223.12

10. GENERAL DATA PROTECTION REGULATIONS

- (a)** The Clerk gave an update on the work he had undertaken to date and the policies and procedures which were now in place to comply with new regulations.
- (b)** In accordance with Minute 10 (e) of the meeting held on 19th June the Clerk circulated a report which detailed the additional hours worked on GDPR duties.

RESOLVED-that the report be approved and arrangements be made for the Clerk to be paid for the additional hours worked.

11. NEWSLETTER

The Clerk circulated a copy of the final proof of the Newsletter and advised that printing would be completed within a couple of days.

RESOLVED-that the information given be noted.

COUNCILLORS C CHARTERS AND J SHAND DECLARED AN INTEREST IN THE FOLLOWING ITEM.

12. SUMMER ACTIVITIES PROGRAMME

A letter was circulated from South Hetton Community Association advising of the grants they had received towards their Summer Activities Programme. It also gave details of the Programme and requested that the Council make a contribution of £695.

It was noted that the Council's annual contribution had been £3000 for a number of years and it was agreed that a contribution of £695 be made and the balance of £2305 be ring-fenced for other activities and events for the remainder of the financial year.

RESOLVED-that a donation of £695 be made to South Hetton Community Association and an amount of £2305 be ring-fenced for other activities and events for the remainder of the financial year.

13. WELFARE PARK

- (a) Refurbishment to walls.**

The Clerk circulated a letter from SH Plastering which set out a proposed scheme for refurbishment to the dwarf walls in the Welfare Park and an estimate of the cost.

Members agreed that in view of the condition of the walls the Council should implement the works as quickly as possible.

RESOLVED-that S H Plastering be requested to undertake a refurbishment scheme for the walls in the Welfare Park in accordance with their estimate of £1340.

(b) Decorative Park Bench

The Chair reported that an offer had been made to the Parish Council to purchase a decorative park bench sculpted by Ray Lonsdale. It was suggested that the Council may be able to raise funding for this and that the issue be discussed more fully at September's meeting.

RESOLVED-that the information given be noted.

14. REPORTS

Councillor Huntington reported that she was in discussion with DCC Officers relating to improving the rear pathway at Phalp Street which was overgrown. It was noted that the pathway was in private ownership. She also reported that she had dealt with a number of issues raised by residents during the Horse Fair and noted that DCC would be arranging a partnership meeting. She also agreed that this needed to be convened as quickly as possible.

RESOLVED-that the information given be noted.

15. NEXT MEETING

It was **agreed** that the next meeting of the Council would be held on **Tuesday, 18th September 2018.**

**MINUTES OF THE MEETING OF SOUTH HETTON PARISH COUNCIL HELD IN THE
COMMUNITY CENTRE ON TUESDAY 19th JUNE 2018**

PRESENT: Councillors: D Rodgers, G Rodgers (Chair), J Shand, R Stephenson, N Wade.
County Councillor: I Cochrane.

APOLOGIES: Councillors: C A Charters, L Haswell, S Mason, M Tempest.
County Councillor: E Huntington.

1. OPEN FORUM

There were no members of the public present.

2. POLICE REPORT

The Police were not in attendance and the Clerk circulated their report. It advised of nine incidents of anti-social behaviour, three incidents of criminal damage and one incident of vehicle crime.

RESOLVED-that the information given be noted.

3. MINUTES OF THE ANNUAL MEETING HELD ON 15th MAY 2018

RESOLVED-that the Minutes of the Annual Meeting held on 15th May 2018 be confirmed.

4. MATTERS ARISING

The Clerk reported that he had discussed with Ian Hoult, DCC, the issues raised by a resident in connection with dog control in the Welfare Park. The Clerk advised he would be writing to the resident informing him of action which has been undertaken and providing additional advice.

RESOLVED-that the information given be noted.

5. PLANNING MATTERS

(a) Application for erection of stable block on land to the west of Murton West Moor Farm.

(b) Application for conversion of shop with flat above to a detached house including new pitched roof over flat roof.

RESOLVED-that the information given be noted.

6. CORRESPONDENCE

The Clerk read out a letter from Haswell and District Mencap inviting Members to attend their 11th Anniversary Event to be held on Saturday 23rd June 2018.

RESOLVED-that the information given be noted.

7. FINANCIAL POSITION-BANK RECONCILIATION

The Clerk submitted a report (attached) setting out details of the bank reconciliation for May.

RESOLVED-that the report be received and the information given be noted.

8. BUDGET

The Clerk submitted a report setting out details of income and expenditure to date.

RESOLVED-that the report be received and the information given be noted.

9. ACCOUNTS

RESOLVED-that it be noted and recorded that the Clerk has made the following payments:-

		£
N Power	Electricity Charges	125.20
D Golden	Petrol	19.71
B Garside	Telephone Top up-Groundsman	30.00
DCC	Payroll Charge	1373.41
DCC	Fuel	65.05
DCC	Machine Repairs	214.61
Trade UK	Fluorescent Starter	3.69
N Power	Electricity Charges	90.94
School Benevolent Fund	Donation	100.00
BACS-DCC	Salary Deductions	1353.81
BACS-DCC	Net Salaries	3176.82
Co-op Bank	Bank Fees	10.42
TSL	Fertiliser	211.20
TSL	Re-Seeding Football Pitch	993.60
D Golden	Mileage	27.00

10. GENERAL DATA PROTECTION REGULATIONS

- (a)** The Clerk gave an update on the work he had undertaken to date and ongoing issues he would be dealing with over the coming weeks to ensure all legal requirements are met and sound administrative processes are in place to manage all personal information held by the Council.
- (b)** The Council considered the adoption of the following:
 - Information and Data Protection Policy.
 - Document Retention and Disposal Policy.
 - Privacy Notice.

RESOLVED-that

- (a) The Council adopts the Information and Data Protection Policy; the Document Retention and Disposal Policy; the Privacy Notice.**
- (b) The Council express their thanks to the Clerk for the work undertaken.**
- (c) The Clerk provides details of the additional hours worked for approval for payment at a future meeting.**

11. WELFARE MATTERS

The Clerk reported that a site meeting had been held to assess the refurbishment works required to walls in the Welfare Park.

RESOLVED-that the Council await submission of a refurbishment scheme and estimated costs.

12. REPORTS

- (a)** Councillor Cochrane and the Clerk reported that neither of them had,as yet, been contacted by the Vicar of Holy Trinity Church or the Parochial Church Council in connection with the closure of part of the Churchyard.

RESOLVED- that Clerk would write to the Vicar.

- (b)** Councillor Cochrane reported that he was dealing with a damaged fence on the walkway adjacent to Fallowfield Terrace. In response to concerns raised by Members Councillor Cochrane agreed to contact DCC's Neighbourhood Services Manage with a view to obtaining more attention from Wardens to dog fouling issues in the Welfare Park. He also advised that he would invite a Warden to the next meeting of the Council.

RESOLVED-that the information given be noted.

(c) The Chair expressed concerns relating to the cutting of the highway verge along the A182. It was felt that two cuts per year in June and September were not sufficient. At the moment the verges were extremely overgrown and in need of a cut.

RESOLVED-that the Clerk would make representations to DCC to request an additional cut, preferably earlier in the year.

13. NEXT MEETING

It was **agreed** that the next meeting of the Council would be held on **Monday, 16th July 2018.**

**MINUTES OF THE ANNUAL MEETING OF SOUTH HETTON PARISH COUNCIL HELD IN THE
COMMUNITY CENTRE ON TUESDAY 15th MAY 2018**

PRESENT: Councillors: C A Charters, S Mason, D Rodgers, G Rodgers (Chair), J Shand, N Wade.
County Councillor: E Huntington.

APOLOGIES: Councillors: L Haswell, M Tempest.
County Councillor: I Cochrane.

1. ELECTION OF CHAIR

RESOLVED-that Councillor G Rodgers be elected Chair for the ensuing year.

2. APPOINTMENT OF VICE-CHAIR

RESOLVED-that Councillor S Mason be appointed Vice-Chair for the ensuing year.

3. OPEN FORUM

(a) A resident attended the Meeting to raise concerns with Members relating to a problem with dogs in the Welfare Park. He advised that he regularly used the park to undertake physical exercise and on a number of occasions he had been confronted by dogs which he claimed were not only off leads but out of control. He was concerned that this could easily cause an accident or injury to himself or other Members of the public. The Chair advised that the Council completely understood his concerns, would investigate and would give consideration to implementing measures to resolve the problem.

(b) Organisers of the Horse Fair attended the meeting to discuss issues arising from the recent event. Sergeant P Footes and PC Wilson were also in attendance. The main issue of concern to all parties was the problems being caused by the trot and one incident in particular caused as a result of racing and overtaking. Everyone agreed that, to avoid this type of incident being repeated or indeed a much more serious incident occurring, the organisers must take considerably more responsibility for the event and ensure that public safety is of paramount concern. The organisers agreed that they had a responsibility to protect the community and would take on board the wishes of the Police and the Council. The Police confirmed that they would meet with the organisers and DCC to ensure that strict measures and rules were put in place to ensure the safety of the event. The organisers agreed that, in future, more work would be undertaken in advance to adhere to these aims. They were aware of the unrest in the Village and accepted that they needed to accept liability and take action.

The Chair advised that the Council would be happy to meet again with the organisers to

hear what measures they would be implementing with a view to achieving major improvements in the management of the event and in particular reducing the risk to public safety.

RESOLVED-that the information given be noted.

4. POLICE REPORT

Sergeant Footes and PC Wilson were in attendance. They advised that a total of 45 calls relating to South Hetton had been received in the previous three weeks. These included eight incidents of anti-social behaviour and one of criminal damage. They also reported that a burglary had been carried out at the Medical Centre. Two offenders had been charged and summonsed.

Members were reminded that speeding vehicles throughout the Village remained a PACT priority.

RESOLVED-that the information given be noted.

5. APPOINTMENT OF DELEGATES/REPRESENTATIVES

RESOLVED-that the following Members be appointed to serve on the bodies indicated:-

- (a)** East Durham Association of Parish and Town Councils - Councillors C A Charters and S Mason.
- (b)** East Durham Area Action Partnership - Councillors C A Charters, G Rodgers and J Shand.
- (c)** Police and Communities Together (PACT) - All Members eligible to attend.

6. MINUTES OF THE MEETING HELD ON 17th APRIL 2018

RESOLVED-that the Minutes of the Meeting held on 17th April 2018 be confirmed.

7. MATTERS ARISING

The Clerk advised that he was still awaiting a response from the Church relating to their enquiries to seek closure of part of the Churchyard.

RESOLVED-that the information given be noted.

8. PLANNING MATTERS

There were no planning matters reported.

9. CORRESPONDENCE

(a) In response to a letter from County Durham School Benevolent Fund it was **agreed** that a donation of £100 be made.

(b) The Clerk read out an e-mail from David Chong, DCC Enforcement Officer advising that temporary stop notices had been served on land at Fallowfield and he was undertaking further investigations.

RESOLVED-that the information given be noted.

10. FINANCIAL POSITION-BANK RECONCILIATION

The Clerk submitted a report (attached) setting out details of the bank reconciliation for April.

RESOLVED-that the report be received and the information given be noted.

11. BUDGET

The Clerk submitted a report setting out details of income and expenditure to date.

RESOLVED-that the report be received and the information given be noted.

12. ACCOUNTS

RESOLVED-that it be noted and recorded that the Clerk has made the following payments:-

		£
British Gas	Gas Charges	125.60
Trade UK	Equipment and Materials	75.97
Eric Harrison	Internal Audit Fee	200.00
BACS-DCC	Salary Deductions	2018.49
BACS-DCC	Net Salaries	2924.26
Co-op Bank	Bank Fees	10.42
NPower	Electricity Charges	101.89
Bowcom	Marker Paint	210.24
CDALC	Subscription	362.32

Information Commissioner	Registration Fee-GDPR	35.00
D Golden	Mileage	37.80
B Garside	Expenses/Roller	115.99

13. GENERAL DATA PROTECTION REGULATIONS

The Clerk circulated a report which gave Members an update on the new obligations and liabilities for the Council which would become effective on 25th May 2018.

He also advised of the actions which he would be required to take on behalf of the Council to meet the requirements of the new legislation. He was currently undertaking an information audit and reviewing systems and policies and confirmed that a further report would be submitted to the next meeting.

RESOLVED-that the information given be noted.

14. WELFARE MATTERS

- (a) The Clerk advised that the football pitch re-seeding would commence on 17th May 2018.
- (b) The Chair suggested that Members give some thought to the provision of play facilities with a view to discussion at a future meeting.
- (c) The Chair advised that she had discussed provision of more flower beds with the Clerk who would take the matter up with the Groundstaff. Members were also asked to make suggestions to enable a planting scheme to be drawn up.
- (d) Members asked the Clerk to advise the Groundstaff that they felt the Welfare Park was looking in a very good condition and to pass on their appreciation.

RESOLVED-that the information given be noted.

15. REPORTS

Councillor Huntington reported that DCC had discussed concerns relating to the standard of service provided by Durham Hospital which was deemed to be in need of improvement.

RESOLVED- that the information given be noted.

16. NEXT MEETING

It was **agreed** that the next Meeting of the Council would be held on **Tuesday 19th June 2018.**

**MINUTES OF THE MEETING OF SOUTH HETTON PARISH COUNCIL HELD IN THE
COMMUNITY CENTRE ON TUESDAY 20th APRIL 2018**

PRESENT: Councillors: C A Charters, L Haswell, S Mason (Chair), R Stephenson, N Wade.
County Councillor: E Huntington.

APOLOGIES: Councillors: D Rodgers, G Rodgers, J Shand, M Tempest.
County Councillor: I Cochrane.

1. OPEN FORUM

There were no members of the public present.

2. POLICE REPORT

PC Dean Wilson was not in attendance and the Clerk circulated his report. It advised that there had been two incidents of anti-social behaviour, one incident of criminal damage, one burglary and five incidents of vehicle crime. The Clerk reported discussions he had with P C Wilson relating to the 'horses' incident at the Welfare and advised that he was carrying out further investigations to gather information on the cause of the incident and details of the police involvement.

RESOLVED-that the information given be noted.

3. MINUTES OF THE MEETING HELD ON 20th MARCH 2018

RESOLVED-that the Minutes of the Meeting held on 20th March 2018 be confirmed.

4. MATTERS ARISING

N Wade advised that the recent appointment at the surgery was a Nurse Practitioner.

RESOLVED-that the information given be noted.

5. PLANNING MATTERS

Application received for detached bungalow on land to the east of 9 Plantation Walk.

RESOLVED-that the information given be noted.

6. CORRESPONDENCE

- (a) The Clerk circulated an e-mail from Mrs E Trudgill, South Hetton Holy Trinity Church. The e-mail advised that the Church had received three quotes for the grass cutting season and had accepted the lowest quote of £3776.64.

The Church asked if, once again, the Council would be prepared to make a financial contribution towards the cost.

Members agreed in principle that a contribution should be made but before an amount was agreed it was suggested that enquiries should be made to ascertain what progress the Church had made with its investigations to seek closure of some of the Churchyard and have it adopted by DCC. This would effectively reduce grass cutting costs for the Church.

RESOLVED-that (a) the Council agree in principle to a financial contribution being made for grass cutting costs at the Churchyard; (b) the Clerk asks Mrs Trudgill what progress has been made relating to the possibility of closing part of the Churchyard.

- (b) The Clerk circulated a letter of thanks from South Hetton Community Association for the donation towards the cost of the half term activities at the Centre. The letter gave details of the successful events which had been held.

RESOLVED-that the information given be noted.

7. FINANCIAL POSITION-BANK RECONCILIATION

The Clerk submitted a report (attached) setting out details of the bank reconciliation for March.

RESOLVED-that the report be received and the information given be noted.

8. ACCOUNTS

RESOLVED-that it be noted and recorded that the Clerk has made the following payments:-

		£
S & J Plumbing	Toilets Refurbishment	1751.00
SHCA	Donation	620.00
South Hetton Primary School	Donation	460.00
Trade UK	Equipment and Materials	282.52
BACS-DCC	Salary Deductions	1407.94
BACS-DCC	Net Salaries	2258.45
Co-op Bank	Bank Fees	10.42
TSL	Fertiliser	364.56

Premier Waste	Trade Waste	258.19
N Power	Electricity Charges	97.43
NWG Business	Water Charges-Allotments	38.31
NWG Business	Water Charges- Welfare	137.48
D Golden	Mileage	30.60
B Garside	Expenses/Mileage/Tel/Postage etc	220.42
Millenium Building and Roofing	Roof Repairs	40.00
Advance Garage & MOT Centre	Tractor Battery	120.00
Co-op Bank	Bank Fees	30.00
B Garside	Expenses/Cleaning Materials	62.69
SHCA	Management Contribution	2818.14

9. FINANCIAL YEAR 2017/18-INTERNAL AUDIT

The Clerk submitted the following documents (Appendices C-N) for the year ending 31st March 2018:-

- (C) Annual Bank Reconciliation.
- (D) The Receipts and Payment Account for the Year End.
- (E) The Annual Return-Statement of Accounts.
- (F) The Balance Sheet.
- (G) The Supporting Statement.
- (H) Comparison of Expenditure.
- (I) Fixed Asset Register.
- (J) Details of Section 137 Payments.
- (K) Summary of Insurance Cover.
- (L) Schedule of Charges.
- (M) Annual Governance Statement.
- (N) End of Year Budget.

The Clerk reported that the Internal Auditor had undertaken his audit and confirmed that it had been satisfactorily completed.

RESOLVED-that the financial documents be received and it be noted that the Internal Audit had been satisfactorily completed.

10. ANNUAL GOVERNANCE STATEMENT 2017/18

The Clerk circulated the Annual Governance Statement 2017/18 for Members' approval.

RESOLVED-that the Annual Governance Statement be approved.

11. STATEMENT OF ACCOUNTS

The Clerk circulated the Statement of Accounts 2017/18 for Members' approval.

RESOLVED-that the Statement of Accounts be approved.

12. WELFARE MATTERS

The Clerk reported that the groundstaff had sought specialist advice relating to the repair of the Cricket Pitch following damage by horses. Work however was continually being hindered by adverse weather conditions which was also affecting preparation of the bowling green for the coming season.

RESOLVED-that the information given be noted.

13. REPORTS

- (a)** Councillor Huntington gave an update on a number of County Council issues she had been involved in. These included liaising with the Planning Enforcement Officer about unauthorised development adjacent to High Fallowfield Farm; a campaign to raise awareness about mental health issues; a Government campaign to influence NHS expenditure to make savings through procurement measures.
- (b)** The Clerk reported that Councillor Cochrane had advised that the availability of units to let on the industrial estate had been advertised in the press. He also advised that rubbish deposited on the estate had been tidied up.
- (c)** In response to a request from C Charters, Councillor Huntington agreed to again raise concerns relating to quad bikes on the bridle path adjacent to Fallowfield Terrace and request that the ranch fencing be repaired.
- (d)** C Charters suggested that the Newsletter Sub-Committee be asked to consider the possibility of organising a 'Best Garden Competition' in the Village.
- (e)** N Wade advised that Fred Monk, a former Parish Councillor was not in the best of health. It was considered that Mr Monk had provided excellent service to the Council and it was agreed that the Clerk would send a letter to Mr Monk passing on the Council's best wishes.

RESOLVED- that the information given be noted.

14. NEXT MEETING

It was **agreed** that the Annual Meeting of the Council would be held on **Tuesday 15th May 2018**.