

**MINUTES OF THE MEETING OF SOUTH HETTON PARISH COUNCIL HELD
REMOTELY USING ZOOM ON TUESDAY 16th March 2021 AT 7 pm.**

PRESENT: Councillors: C Charters, S Mason, D Rodgers, G Rodgers (Chair), J Shand,
R Stephenson.
County Councillor: I Cochrane.

APOLOGIES: Councillors: L Haswell, M Tempest, N Wade.

1. OPEN FORUM

There were no members of the public attending.

2. POLICE REPORT

The Police Report was circulated. It gave details of four incidents of anti-social behaviour and two vehicle crimes. It also advised that, following the seizure of a quantity of drugs, a person had been sentenced to 20 months imprisonment.

RESOLVED-that the information given be noted.

3. MINUTES OF THE MEETING HELD ON 23rd FEBRUARY 2021

RESOLVED-that the Minutes of the Meeting held on 23rd February 2021 be confirmed.

4. MATTERS ARISING

There were no matters arising.

5. PLANNING MATTERS

The Clerk reported that DCC's Planning Enforcement Team were investigating a complaint relating to untidy land and fly tipping on land north of Windsor Drive.

RESOLVED-that the information given be noted.

6. CORRESPONDENCE

(a) Following an e-mail from the Robin Todd Centre it was agreed that a donation of £300 be made to fund the provision of packed lunches and activity packs during half term.

(b) Following a request from C Charters it was agreed that the provision of a Garden Competition be discussed at next month's meeting.

RESOLVED-that the information given be noted.

7. FINANCIAL POSITION-BANK RECONCILIATION

The Clerk submitted a report setting out details of the bank reconciliation for February.

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

8. BUDGET 2020-2021

The Clerk submitted a report setting out details of income and expenditure for 2020-21.

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:-

Bacs-DCC	Net Salaries	3267.66
Bacs-DCC	Salary Deductions	1615.59
Co-op Bank	Bank Fees	6.98
DCC	Streetlight Repair	217.28
Broxap	Litter Bin	259.14
B Garside	Expenses/Materials	109.64
D Golden	Equipment	11.48
JRB Enterprise	Dog Bags	705.60
Viking	Stationery	58.06
Retroflo	Light Repair	112.40

10. RISK ASSESSMENT

RESOLVED-that, following review, the Council's Risk Register, including the Risk Assessments be approved.

11. SYSTEM OF INTERNAL CONTROL

RESOLVED-that, following review, the effectiveness of the Council's System of Internal Control be approved.

12. PARK BENCH REFURBISHMENT

The Clerk reported that, following an inspection of the benches in the Park, it was proposed that they should be refurbished using a 'powder coating scheme' which would protect them and extend their life. It was suggested that the work be undertaken by Creative Ape Fabrications, a local company whose work the Council are familiar with. The cost would be £170 per seat.

RESOLVED-that the Council proceed with the refurbishment scheme using Creative Ape Fabrications to carry out the work.

13. WELFARE MATTERS

The Clerk reported that the football season would now be extended to 30th May 2021.

RESOLVED-that the pitch be made available until 30th May 2021.

14. REPORTS

(a) County Councillor Cochrane gave an update on County Council issues including, fly tipping and renovations at Logan Terrace.

(b) J Shand reported on a Police presentation he had attended at the EAAP Meeting.

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 April 2021.

**MINUTES OF THE MEETING OF SOUTH HETTON PARISH COUNCIL HELD
REMOTELY USING ZOOM ON TUESDAY 23rd FEBRUARY 2021 AT 7 pm.**

PRESENT: Councillors: C Charters, S Mason, D Rodgers, G Rodgers (Chair), J Shand.
County Councillors: I Cochrane, E Huntington.

APOLOGIES: Councillors: L Haswell, R Stephenson, M Tempest, N Wade.

1. OPEN FORUM

There were no members of the public attending.

2. POLICE REPORT

The Police Report was circulated. It gave details of seven incidents of anti-social behaviour and a burglary. It also advised that an operation had been carried out targeting anti-social use of motorbikes and quad bikes.

RESOLVED-that the information given be noted.

3. MINUTES OF THE MEETING HELD ON 19th JANUARY 2021

RESOLVED-that the Minutes of the Meeting held on 19th January 2021 be confirmed.

4. MATTERS ARISING

There were no matters arising.

5. PLANNING MATTERS

Application for 106 dwellings on land north of Windsor Drive.

The Clerk gave an update on this application following receipt of an e-mail from Laura Eden, Planning Officer. She has expressed significant concerns with the scheme as currently presented and the developer is working on a revised package of information to address the concerns raised.

RESOLVED-that the information given be noted.

6. CORRESPONDENCE

There was no correspondence.

7. FINANCIAL POSITION-BANK RECONCILIATION

The Clerk submitted a report setting out details of the bank reconciliation for January.

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

8. BUDGET 2020-2021

The Clerk submitted a report setting out details of income and expenditure for 2020-21.

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:- £

Bacs-DCC	Net Salaries	3267.66
Bacs-DCC	Salary Deductions	1615.59
Co-op Bank	Bank Fees	6.98
Playdale Playgrounds	Play Equipment (50%)	33,629.70
DCC	Machine Repairs/Maintenance	786.07
D Golden	Bamboo Canes	19.37
British Gas	Gas Charges	84.55
TJ's Heating	Boiler Servicing	210.00
B Garside	Expenses/Materials	106.00
Retroflo	Xmas Lights	540.00
Builders Warehouse	Building Materials	79.83
Trade UK	Materials	18.98
Retroflo	Hire of Cherry Picker	792.00

10. PLAY EQUIPMENT

The Clerk reported that Playdale would be commencing installation of the play equipment in the week commencing 1st March. The date would be confirmed this week.

RESOLVED-that the information given be noted.

11. POST OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

The Chair reported that four applicants had been interviewed for the post and Ms Joanne Collins had been successful.

The Clerk advised that she had resigned from her post as Clerk to Hutton Henry Parish Council and had confirmed her acceptance of this post commencing on 1st April 2021.

RESOLVED-that Ms Collins appointment be confirmed.

12. WELFARE MATTERS

There were no issues reported.

13. REPORTS

(a) County Councillor Cochrane gave a report on DCC issues he had been dealing with. These included fly tipping, quad bikes and houses in disrepair.

(b) County Councillor Huntington reported that she had contacted DCC Officers in connection with filling salt bins. She also confirmed that she had provided funding from her small business grants budget to contribute towards improvements to the heating system at the Robin Todd Centre.

RESOLVED that the information given be noted.

14. NEXT MEETING

It was **agreed** that the next Meeting of the Council would be held on Tuesday 16th March 2021.

**MINUTES OF THE MEETING OF SOUTH HETTON PARISH COUNCIL HELD
REMOTELY USING ZOOM ON TUESDAY 19th JANUARY 2021 AT 7 pm.**

PRESENT: Councillors: C Charters, L Haswell, S Mason, D Rodgers, G Rodgers (Chair),
J Shand, M Tempest.

APOLOGIES: Councillors R Stephenson, N Wade.
County Councillor I Cochrane.

1. OPEN FORUM

There were no members of the public attending.

2. POLICE REPORT

The Police Report was circulated. It gave details of three incidents of anti-social behaviour and two burglaries. The Chair also gave an update on the situation relating to the security of the former Station Hotel.

RESOLVED-that the information given be noted.

3. MINUTES OF THE MEETING HELD ON 20th OCTOBER 2020

RESOLVED-that the Minutes of the Meeting held on 20th October 2020 be confirmed.

4. MATTERS ARISING

There were no matters arising.

5. PLANNING MATTERS

(a) Application for 106 dwellings on land north of Windsor Drive.

The Clerk reported that he had formally objected to this application on 7th January on behalf of the Council. He gave details of the basis of the objection and advised DCC that the Parish Council would be prepared to make representation at Committee if required. The Chair also reported that she had discussed the matter with the Planning Officer.

(b) Application for erection of attached side garage at 2 Windermere Road.

RESOLVED-that the information given be noted.

6. CORRESPONDENCE

In response to a request from a resident it was agreed that approval be given to the erection of a memorial bench in the Welfare Park. The Clerk would discuss further details with the resident.

RESOLVED-that the information given be noted.

7. FINANCIAL POSITION-BANK RECONCILIATION

The Clerk submitted reports setting out details of the bank reconciliations for October, November and December.

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

8. BUDGET 2020-2021

The Clerk submitted a report setting out details of income and expenditure for 2020-21.

RESOLVED-that the reports 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 July/August/September	250.53
Bacs-DCC	Net Salaries	3684.64
Bacs- DCC	Salary Deductions	1546.21
Co-op Bank	Bank Fees	6.98
Carrs Billington	Field Roller	1116.00
D Golden	Mileage/Petrol/Materials	49.17
WAVE	Water Charges	23.60
TSL	Top Dressing/Seed	806.00
Great North Air Ambulance	Donation	100.00
TSL	Supply/Spread Loam and Seed	1068.00
TSL	Moss Control	43.20
D Golden	Petrol	11.44
British Gas	Gas Charges	51.72
B Garside	Expenses/ Materials	113.00

SLCC	Subscription	161.00
DCC	Pest Control Charge	60.00
The Poppy Appeal	Donation/Wreaths	100.00
Trade UK	Equipments & Materials	67.10
DCC	Removal of Roundabout	563.62
British Gas	Gas Charges	31.99
Bacs-DCC	Net Salaries	3267.66
Bacs-DCC	Salary Deductions	2032.06
Co-op Bank	Bank Fees	6.98
B Garside	Hire of Turf Lifter	95.28
Durham Miners Band	Donation	200.00
D Golden	Petrol	11.79
Darlington BC	Bedding Plants	940.80
G W Wright	Fertiliser/Lawn Sand	342.00
D Golden	Materials	5.50
Mazars LLP	Audit Fee	480.00
Millenium Roofing	Repairs to Cricket Club Roof	280.00
B Garside	Expenses	102.00
Trade UK	Equipment & Material	98.20
PHutchinson & Sons	Fertiliser	120.00
B Garside	Telephone-Groundsman	49.99
E.ON Next	Electricity Charge	300.17
Bacs-DCC	Net Salaries	3267.66
Bacs-DCC	Salary Deductions	1615.59
Co-op	Bank Fees	6.98
Premier Waste	Trade Waste Charges	191.47
WAVE	Water Charges-Allotments	65.04
Zurich Municipal	Insurance Premium	4389.77
Co-op Bank	Bank Fees	30.00
British Gas	Gas Charges	59.27
SHCA	Management Contribution	2818.14
Builders Warehouse	Topsoil	78.96
B Garside	Quarterly Expenses	346.03
NE Ambulance Service	Defibrillator	1207.60

10. PURCHASE OF PLAY EQUIPMENT

The Clerk reported that, in accordance with authority delegated to him in consultation with the Chair and Vice Chair, tender evaluation had been completed and a contract entered into with Playdale Playgrounds. He advised that grants had been received from the Neighbourhood Budget (£20,000) and the Durham County Community Foundation Windfarm Fund (£5,000) and also a donation from South Hetton Heritage Group.

RESOLVED-that (a) The action of the Clerk be endorsed and (b) a letter of thanks be sent to the South Hetton Heritage Group.

11. BUDGET REPORT 2021/2022

The Clerk submitted a report proposing a draft budget for the forthcoming financial year and Members were requested to set the Budget and Precept for 2021/2022.

It was proposed that net expenditure for 2021/2022 would be £116,000. This would mean that there would be an increase for Council Tax payers for South Hetton of 1.6%. This would amount to an increase of approximately 5p per week to the current Band D Council Tax.

The Clerk also proposed that, in relation to income, the budget had been prepared on the basis that fees and charges continue to be frozen at the level of last year.

RESOLVED-that:

- (a) The Budget for 2021/2022 be accepted as submitted.**
- (b) It be noted that the L.C.T.R.S Grant would be £11,213.**
- (c) The precept for 2021/2022 be set at £104,787.**
- (d) Fees and charges be kept at present rates.**

12. POST OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

The Clerk submitted a report which advised that he intended to resign from his post on 31st March 2021.

He advised that the post had been advertised with a closing date of noon on 25th January 2021. A copy of the advert was circulated to Members and it was noted that the terms and conditions of the post would not change. The report also suggested that it would be advantageous for the Council to have one month's overlap between the outgoing and incoming Clerk.

RESOLVED-that

- (a) The Council note the Clerk's resignation from 31st March 2021.**
- (b) The Council note the closing date for applications of 25th January 2021.**
- (c) The Council agree to the existing Clerk being employed for one month, in an advisory capacity for the month of April to assist and advise the new Clerk.**
- (d) The outgoing Clerk be paid an honorarium for the additional month worked in accordance with his existing terms and conditions.**

13. WELFARE MATTERS

There were no matters reported.

14. EAAP

Councillor J Shand gave a brief report on his attendance at the EEAP meeting.

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 16th February 2021.

