

**THE MINUTES OF THE ANNUAL MEETING OF
MONK HESLEDEN PARISH COUNCIL
HELD ON 20th MAY 2024**

Present Councillors: A Childs, S Childs, GM Crute, L Davison, O Deinali, G Duddin, A Mason, N Thompson,

Officer L Wardle (Parish Clerk)
A Peace (Estates Manager)

mh24-2501 **ELECTION OF CHAIRMAN OF THE COUNCIL**

Councillor A Mason proposed the current chairman to be re-elected, no other nominations were received.

RESOLVED that Councillor Mrs G Crute be unanimously elected as Chairman of Monk Hesleden Parish Council for the Municipal Year 2024/25

mh24-2502 **TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Mrs G Crute accepted her election to Chairman; she declared her Acceptance of Office signed the required form and proceeded to chair the meeting.

RESOLVED the Chairman's Declaration of Acceptance of Office be received

mh24-2503 **ELECTION OF VICE- CHAIRMAN**

Councillor R Bowes was nominated for the position of Vice Chairman, no other nominations were received.

RESOLVED Councillor R Bowes be appointed as Vice Chairman of Monk Hesleden Parish Council for the Municipal Year 2024/25

mh24-2504 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors' R Bowes, S Deinali, K M Dingle, G Morris, A Paterson & D Teasdale

Councillor Teasdale had e-mailed the Clerk to apologise for his non-attendance over the last 5 months and advised due to a change in work patterns he will be able to attend future meetings. He requested members consider his request to remain as a councillor considering his change of circumstances.

RESOLVED Councillor Teasdale's request is received and approved

mh24-2505 **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Councillor G Duddin & Cllr A Mason declared a registerable interest in item 18, request for financial assistance from St Andrews Neighbourhood Outreach Group, as both are members of the group.

RESOLVED the declarations are received and accepted

mh24-2506

TO APPOINT MEMBERS TO SERVE ON THE PARISH COUNCIL COMMITTEES & REVIEW TERMS OF REFERENCE

Details of current committees and terms of reference were distributed to members with the agenda for consideration and review.

After discussion, it was **RESOLVED** that the following members be appointed:

Appeals panel for both staffing & complaints committees:

R Bowes, A Childs, L Davison, S Deinali, A Mason, G Morris, A Paterson

Budget Committee: S Childs, G M Crute, G Morris, N Thompson

Complaints committee: S Childs, G M Crute, O Deinali, G Duddin, D Teasdale, N Thompson

Environment Committee: S Childs, O Deinali, K Dingle, G Duddin, A Mason, N Thompson

Events Committee: R Bowes, G M Crute, L Davison, S Deinali

Health & Safety Committee: S Childs, G M Crute, L Davison, A Paterson, N Thompson

Planning Committee: S Childs, L Davison, G Duddin, N Thompson

Staffing Committee: S Childs, G M Crute, O Deinali, K Dingle, G Duddin, D Teasdale, N Thompson

Welfare Park User Group: G M Crute, G Duddin, N Thompson

Councillors Areas of Responsibility: Public spaces G Duddin

The Clerk & Estates Manager passed on their thanks to Councillor Duddin for his continued help in checking the play- areas on a weekly basis.

Details of the Council's current representatives outside bodies and organisations were also distributed with the agenda for consideration. After discussion, it was **RESOLVED** the Parish Council representatives be appointed as follows:

Blackhall Air Training Corps - Councillor G Duddin

County Durham Association of Larger Councils Forum - Councillors' G Crute, O Deinali, G Morris, & Clerk

Durham Heritage Coast - Councillor G M Crute (Deputy- Clerk)

East Durham Association of Parish & Town Councils – Councillors' O Deinali, K Dingle, A Mason

East Durham Trust – Councillors' O Deinali, A Paterson

East Durham Area Action Partnership – Councillor A Paterson

Hesleden Residents Association - Councillors' S Deinali, N Thompson

Hesleden Restoration Liaison Committee – Councillors' N Thompson & Clerk

FURTHER RESOLVED the Council's terms of reference are reviewed and accepted

mh24-2507 **TO FIX THE AMOUNT OF THE CHAIRMAN'S ALLOWANCE IN PURSUANCE OF SECTION 15(5) LOCAL GOVT ACT 1972**

The matter was discussed by members.

It was **RESOLVED** the Chairman's allowance be set at £250.00

mh24-2508 **TO FIX THE DATES & TIMES OF ORDINARY & COMMITTEE MEETINGS FOR THE ENSUING YEAR**

A list of meeting dates for the forthcoming municipal year had been distributed to members with the agenda for approval.

RESOLVED the meeting dates are approved

mh24-2509 **TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 29th APRIL 2024**

RESOLVED the above minutes be confirmed and approved as a true record

mh24-2510 **PUBLIC PARTICIPATION**

No members of the public were present

mh24-2511 **POLICE REPORT**

PCSO Goodwin had forwarded an email report for the period 29th April 2024 to 18th May 2024, a copy of which had been forwarded to members.

RESOLVED the report is received and noted

mh24-2512 **MEMBERS REPORTS OF ATTENDANCE AT MEETINGS/EVENTS ON BEHALF OF THE PARISH COUNCIL**

Members had not attended any meetings or events on behalf of the Parish Council

mh24-2513 **ESTATES MANAGER REPORT**

The Clerk had distributed the Estates Manager's report with the agenda and members were given the opportunity to ask questions with regards to the content.

RESOLVED the report is received and Estates Manager is thanked for the information

mh24-2514 **WELFARE PARK PROJECT**

The Clerk requested a committee is put in place to enable planning to begin on the proposed refurbishments and improvements to Blackhall Welfare Park, this committee will prepare recommendations for consideration by full council.

RESOLVED the following members are appointed to the Welfare Park Project committee – Councillors' S Childs, G M Crute, G Duddin, G Morris, Clerk & Estates Manager

The Clerk advised a request had been received from the current tenant of the land at Blackhall Welfare for his licence, which expires on 31st July 2024, to be extended on a month-to-month basis. After discussion it was agreed this request is denied as the area has been identified as part of the proposed improvements to the park.

RESOLVED the Clerk is instructed to advise the tenant the site must be cleared and vacated as per the agreed date.

The Estates Manager left the meeting

mh24-2515 **CLERK'S REPORT**

Hart Crescent play area (mh23-24128)

A further e-mail, with photographs of children using the multi-play equipment has been received with a request the decision not to relocate and remove the play is reconsidered due to noise pollution, safety of children using the park unsupervised as well as proximity to the road and disabled housing. The Clerk had provided a response, advising the area meets British Standards and is subject to a robust inspection regime, and as previously advised the Council has resolved not to agree to the request.

A subsequent email had been received with the suggestion photographs and a video will be sent to the local MP and newspaper.

RESOLVED the email is received and noted

Crimdon Dene Coastal Car Park (mh23-2470)

Durham County Council have undertaken a further traffic consultation with regards to the proposal to install a pay and display/controlled zone at this car park.

RESOLVED the Council submits an objection to this proposal

mh24-2516 **REVIEW OF STAFF PERFORMANCE MANAGEMENT STATEMENT**

The Clerk had forwarded a copy of the statement for consideration and approval.

RESOLVED the statement is received and approved

mh24-2517 **REVIEW OF STANDING ORDERS & TO ADOPT NALC MODEL FINANCIAL REGULATIONS**

A copy of the documents had been forwarded with the agenda for approval. The Clerk advised the financial regulations had benefited from a total re-write by the National Association of Local Councils.

After much discussion and questions to the Clerk it was **RESOLVED** the Standing Orders & Financial Regulations are approved and adopted

mh24-2518 **TO CONSIDER REQUESTS FOR FINANCIAL ASSISTANCE**

Councillors' G Duddin & A Mason declared a Registerable Interest in the following item and both left the meeting

St. Andrews Neighbourhood Outreach Group

A request for assistance for £500.00 had been received and circulated to members for consideration.

RESOLVED that a donation of £500.00 be granted to Neighbourhood Outreach Group

LG Misc. Prov 1976 s19
Neighbourhood Outreach Group

Councillors Duddin & Mason returned to the meeting

Dogwood Productions CIC

A request for funding of £240.00 to pay for 30 free tickets to this company's production at Blackhall Community Centre had been circulated with the agenda.

The Clerk advised to use spending power LGA 1972 S137 the Council must ensure only residents of the Parish can benefit from the free tickets; this would be difficult to evidence.

RESOLVED agreement in principle to the request, with the understanding evidence is provided to show residents have benefited from the tickets and the funds will be paid via an invoice from the company.

mh24-2519 **FINANCIAL**

a) To endorse invoices for payment

To endorse the following invoices for payment, including agreed direct debits and payroll.

Date	Payee	Description	Amount
01.05.24	Mastercopy	Copies	£63.48
06.05.24	Right Fuel Card	Fuel	£126.89
07.05.24	Cathedral Leasing	Hygiene	£60.84
08.05.24	Ritelite	Electricity Box Keys	£85.10
09.05.24	Universal Sign makers	Dog Signs	£8.98

09.05.24	Coop	BACS Fees	£7.68
10.05.24	NWG Business	Water Supply Cemetery	£102.71
13.05.24	Right Fuel Card	Fuel	£63.62
15.05.24	DCC	Bus Rates Council Office	£323.00
15.05.24	DCC	Bus Rates Hesleden Cem	£52.00
15.05.24	DCC	Bus Rates Blackhall Cem	£236.00
15.05.24	DCC	Ground Rent Hesleden	£100.00
15.05.24	ITC Service	Anti -Virus Mailbox	£79.38
16.05.24	Arco	Staff Uniform	£52.72
16.05.24	Affordable Landscapes	Grass Cuts	£2,496.00
16.05.24	BAGO Tools	Litter Pickers	£240.00
16.05.24	Blackford's Nurseries	Cherry Tree	£40.00
16.05.24	IOS	Workstation Equip	£138.46
16.05.24	Durham Miners Gala	Advert	£200.00
16.05.24	JT Dove Ltd	Materials	£177.72
16.05.24	Lloyd Ltd	Kubota Repairs	£212.99
16.05.24	W Moore	Audit 23/24	£350.00
16.05.24	Origin Amenity	Bin Liners	£175.20
16.05.24	Krystal Cleaning	Cleaning	£1,079.52
16.05.24	Pear Technology	Map Renumbering	£456.00
16.05.24	Steadfast	Replacement Lights	£4,090.15
16.05.24	WEL Medical	Defib Pads	£222.96
16.05.24	WEL Medical	Loch Mechanism	£119.94
16.05.24	G Robinson	Materials	£134.36
16.05.24	Durham Turf	Turf	£140.00
17.05.24	NWG Business	Water Supply Cemetery	£63.94
18.05.24	DCC	HMRC LGPS	£5,672.74
20.05.24	Right Fuel Card	Fuel	£98.16
22.05.24	Monthly Salaries	Wages	£10,550.01
27.05.24	Right Fuel Card	Fuel	£99.23
28.05.24	Rosscastors	Inner Tube	£31.26
		Total	£28,151.04

b) Approval of the Annual Governance & Accountability Return 23/24

A copy of the Annual Governance and Accountability Return (AGAR) 2023/24 had been distributed to members with the agenda.

Section 1 Annual Governance Statement 2023/24

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 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 the council 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 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 have included them in the accounting statements.

RESOLVED Section1 - Annual Governance Statement 2023/24 be approved

Section 2- Accounting Statements 2023/24

RESOLVED Section 2 - Accounting Statements for 2023/24 be received and approved

c) Bank transfer

Transfer £30,000.00 from Co-operative Bank account to Barclays Bank to cover payments

RESOLVED the information is received and noted

d) To receive bank reconciliation @ 30th April 2024

The Clerk had distributed a bank reconciliation as of 30th April 2024 which showed combined bank balances of £659,456.77, Councillor G Duddin checked and signed the reconciliation.

RESOLVED the information is received and noted

mh24-2520

PLANNING

Appeal against enforcement notice alleging breach of Planning Permission DM/19/02315/VOCMV, former colliery spoil heap Hesleden (mh23-24132)

The Clerk provided a verbal report from the meeting held with the Durham County Council Head of Planning and their legal officer.

RESOLVED the Clerk contacts Graeme Morris MP and Kim McGuinness newly elected North East Mayor to ask for their support with regards to this matter.

Durham County Council Planning Applications received.

DM/24/01193/FPA	Mr Volodymyr Filiak 11 The Crescent Blackhall TS27 4LE	Alterations to existing roof including a dormer extension to the rear, single storey extension to the front and ground/first floor extensions to the rear of the property.
DM/24/00902/FPA	Mr David Graham Methodist Church Front Street Hesleden TS27 4PH	Demolition of existing vacant building and erection of 2 no dwellings.
DM24/01133/FPA	Mr Glen Fallow 51 Ocean View Blackhall Rocks TS27 4DA	1.5m two storey front extension.

RESOLVED the Parish Council has no comments to make with regards to the above applications

Durham County Council Planning Applications approved.

DM/24/00131/FPA	Mr Gary Johnson 8 Byron Avenue, Blackhall TS27 4NG	Single Story extension to front.
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Durham County Council Planning Applications prior approval

DM/24/00656/PNA	Mr David Summerbell Crimdon House Farm Coast Road Crimdon TS27 3AA	Prior notification for erection of agricultural building for storage of farm machinery.
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mh24-2521 **CORRESPONDENCE**

None

RESOLVED the information is received and noted

mh24-2522 **DATE AND TIME OF NEXT MEETING**

RESOLVED the next meeting will be held on Monday 17th June 2024 at 6pm in the Council Office, 68 Middle Street, Blackhall Colliery

CERTIFIED AS A TRUE RECORD

Chairman

Date