

**THE MINUTES OF THE MEETING OF
MONK HESLEDEN PARISH COUNCIL
HELD ON 20th JANUARY 2023**

Councillor G M Crute (Chair)

Councillors: R Bowes, S Childs, L Davison, O Deinali, S Deinali,
G Duddin, G Morris, N Thompson

Officer : L A Wardle (Parish Clerk)

mh22-23102 **TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors' A Mason, A Paterson,
D Teasdale

mh22-23103 **DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

Councillor G M Crute declared a non-registerable personal interest in item 15
as member of her family is employed by the Parish Council

RESOLVED the interest is noted

mh22-23104 **TO APPROVE THE MINUTES OF THE MEETINGS HELD ON THE 21st
NOVEMBER 2022 AND 5TH DECEMBER 2022**

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

mh22-23105 **PUBLIC PARTICIPATION**

No members of the public were present

mh22-23106 **TO RECEIVE A COUNCILLOR RESIGNATION**

The clerk read out an email from Councillor Marley-Lawson confirming her decision
to resign due to work and family commitments.

RESOLVED the resignation is accepted and the clerk writes to Councillor Marley-
Lawson to thank her for her service to the council, **FURTHER RESOLVED** Durham
County Council electoral services are advised of the resignation

mh22-23107 **POLICE REPORT**

PCSO Goodwin had forwarded an email report for the period 15th December 2022
to 15th January 2023, a copy of which was distributed with the agenda.

RESOLVED the report is received and noted

MEMBERS REPORTS OF ATTENDANCE AT MEETINGS/EVENTS ON BEHALF OF THE COUNCIL

Councillor Crute, along with the clerk, visited Hesleden Primary School to meet with pupils and seek their views on the proposed refurbishment of Hesleden play area

Councillor Crute also attended the Blackhall ATC recruitment evening at St Andrews Church, Blackhall

Councillor Duddin attended the Blackhall ATC monthly meeting and provided a verbal report

Councillor Thompson and the clerk attended the Hesleden Restoration Community Liaison meeting, a copy of the minutes of this meeting had been distributed for discussion under item 8

Councillor Morris attended the Haswell Mencap annual carol service at Durham Cathedral

RESOLVED the information is received and noted and **FURTHER RESOLVED** members thanked for their attendance and reports

MATTERS ARISING

The clerk had distributed a report for information to members with the agenda

Grant monies Hesleden Restoration Fund (min ref 21-22109)

End of Nov 2022

Combustible Material – 170,296 @ 0.10 = £17,030

Limestone – 39980 T @ 0.05 = £1999

Sand – 13,704 T @0.05 - £685.20

Total – 223,980T

Developer fund - £19,714.20

Total paid to date - £20,000

Planning application DM/22/01607/FPA B & S Recycling Ltd (min ref mh22-2360)

The council has not yet submitted its comments with regards to this application, this action will be taken as and a planning committee meeting date has been agreed. A copy of the minutes of the recent meeting of the Hesleden Restoration Liaison Committee had been issued with the agenda, this provided an update on the status of the current application.

Review of Council fees 2023-24 (mh22-2396)

The table issued with the agenda for the meeting held on 5th December 2022 showed a zero fee for a transfer of deed, the correct figure for 2022-23 was £30.00, it is recommended this is the figure agreed for 2023-24.

The fees for HUFC Youth Academy were not discussed at this meeting, they currently pay a fee of £1000, members are requested to agree a recommended fee of £1100.00 for the 2023-24 season.

Budget committee (mh22-2398)

To approve the terms of reference for this committee which had been included in the report

RESOLVED the information is received and approved

mh22-23110

PROPOSED REVISED COUNCIL OFFICE OPENING HOURS

Councillor Crute declared a declared a non-registerable personal interest as her sister is employed by the Parish Council, she took no part in the debate or decision

The clerk provided details of the cost of heating the office for December 2023, which even with the current Government subsidy and closure of the Christmas period, was over £ 700.00 net. A request was made to close the office on a Friday, with hours to be made up on the four remaining days with no change to energy use and the consumption to be monitored for savings.

RESOLVED approval is given to office opening Monday to Thursday 9am – 1pm

mh22-23111

TO REVIEW RISK REGISTER & FINANCIAL RISK ASSESSMENT

A copy of the Council's risk register, together with an action plan and financial risk assessment had been distributed with the agenda for review and approval.

RESOLVED the risk register and financial risk assessment be received and approved

mh22-23112

REVIEW OF INTERNAL AUDIT

The clerk advise Durham County Council will no longer be in a position to be able to provide internal audit services to its parish council customers from 1st April 2023, they have given a commitment to complete the audit for the financial year 2022-23.

It is a requirement for the council to appoint an internal auditor who has relevant knowledge of the public sector, they must have independence and competence. There is no requirement for a person providing the internal audit role to be professionally qualified, however essential competencies are required details of which had been provided with the agenda.

The clerk requested the council considers appointing David Moore, a recently retired parish clerk, who in her view has the required knowledge and independence to undertake the internal audit for the financial year 2023-24 at a cost of £500.00

RESOLVED the review of internal audit and annual audit plan is received and approved and **FURTHER RESOLVED** David Moore is appointed internal auditor for the financial year 2023-24

FINANCIALa) To endorse invoices for payment

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

Date	Payee	Description	Chq/DD/ IB	Amount
02.01.23	Right Fuel Card	Fuel	DD	£35.72
04.01.23	NWG	Water -office	DD	£104.70
09.01.23	Right Fuel Card	Fuel	DD	£2.10
13.01.23	EE	Mobile telephones	DD	£110.04
13.01.23	KCS	Cleaning	IB	£498.24
13.01.23	G Robinson	Hardware	IB	£122.38
13.01.23	JT Dove	Bathroom Refurb	IB	£534.77
13.01.23	New Row Farm	Oak Trees	IB	£420.00
13.01.23	Lido Garage	Battery/Tyres Kubota	IB	£246.00
13.01.23	L Wardle	Reimbursement	IB	£62.77
13.01.23	A Peace	Reimbursement – bathroom refurb	IB	£1,867.12
13.01.23	Chapmans Heating	Boiler Repair	IB	£355.00
15.01.23	DCC	Dog Grass Bins	DD	£1,010.48
15.01.23	DCC	Trade Waste BH Cem	DD	£97.52
15.01.23	DCC	Trade Waste W/Park	DD	£97.52
15.01.23	DCC	Bus Rates Office	DD	£279.00
15.01.23	DCC	Bus Rates BH Cem	DD	£205.00
15.01.23	NTE	Tel/B Band	DD	£81.65
16.01.23	Right Fuel Card	Fuel	DD	£85.07
16.01.23	ITC Service	Mailbox Anti Virus	DD	£70.32
18.01.23	DCC	HMRC LGPS	IB	£4,842.79
23.01.23	Right Fuel Card	Fuel	DD	£40.64
24.01.23	NWG	Water	IB	£70.07
24.01.23	DCC	OH Appts	IB	£180.00
24.01.23	IOS	Stationery	IB	£200.12
24.01.23	Kwikflow	New Tap Install	IB	£1,800.00
24.01.23	DCC	Wages	IB	£9,423.99
26.01.23	EDF	Elec W/Park	DD	£119.20
26.01.23	EDF	Elec Office	DD	£169.08
30.01.23	EDF	Elec Changing Rooms	DD	£319.42
30.01.23	Right Fuel Card	Fuel	DD	£25.12
25.01.23	Lookers	Repair	IB	£1,408.56
31.01.2023	Mastercopy	Copies	DD	£114.08
		Total		£24,998.47

RESOLVED the information is received and approved

b) Bank reconciliation @ 31st December 2022

The clerk had distributed a bank reconciliation as of 31st December 2022 which showed combined bank balances of £582,404.27

RESOLVED the information is received and approved

c) Income & Expenditure @ 31st December 2022

A copy of the above reported had been forwarded with the agenda for consideration by members. All overspends to budgets have been approved previously and it is forecast the expenditure for the year ending 31st March 2023 will not be exceeded.

RESOLVED the information is received and approved

d) To appoint contractor to refurbish Hesleden play area (mh22-2356, mh22-2372)

The clerk confirmed of the 5 offers to tenders, only 2 were able to meet the required deadlines and therefore, as financial regulations require a minimum of 3 quotes, the council would be required to waive Financial Regulation 11.1(h). Members of the appointed working group met both companies on site to discuss their proposal. The chairman and clerk also met with pupils of Hesleden Primary School to seek their views on both designs, the views of the relevant officer at Durham County Council were also sought. The preferred choice for both parties was company 2.

Company 1 £29950.00 net

Company 2 £26292.73 net

RESOLVED the contract is awarded to Company 2 and Financial Regulation 11.1(h) is waived **FURTHER RESOLVED** as the quote is under budget the clerk requests the additional costs to install a sit in springer for a younger child.

e) To approve contract renewals

The following contract renewals had been circulated with the agenda for approval:

NTE	2 x hosted handsets 1 virtual telephone line 1 fibre broadband	£71.38 pm	£62.04 pm
EE	07498 781984 This number has now been allocated to the clerk as a work phone, a new handset was required as previous allocated handset was damaged Clerk's previous number has been switched to personal contract	£15.48 pm £12.45	£16.00 pm 24-month contract 00.00
Durham CC	HR advisory service	£75.00 p/h	Initial fee £250 providing 4 hours service, thereafter £75 p/h

RESOLVED the information is received and approved

f) Confirmation of tree grant

The clerk had been successful in securing funding of £250.00 from Durham County Council National Tree Week. Two established oak trees have been purchased and planted in Blackhall Welfare Park & Hesleden cemetery in the memory of the late Queen Elizabeth II.

mh22-23114

PLANNING

DM/22/03575/FPA –

Miss H Ashworth, Courtman House, Coast Road, Blackhall, TS27 4AN. Erection of a single storey side extension to incorporate two new bedrooms, bathroom and kitchen facilities. Demolition of an existing detached garage and alterations to the front vehicle access to provide facilities for additional off - street parking bays.

RESOLVED the council has no comments to make with regards to this application

mh22-23115

CORRESPONDENCE

E-mail received from a resident of Whitburn Tyne & Wear regarding the discharge of sewage from Blue House Gill, Blackhall into the north sea.

RESOLVED this matter is passed to Grahame Morris MP and Durham Heritage Coast, with the permission of the author.

mh22-23116

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC

A resolution was not required as there were no members of the press and public present.

Council review

A confidential report was distributed to members and a full discussion and debate took place.

It was agreed the Parish Council has a duty to ensure both continuity and continuous improvement of the services it provides, whilst also ensuring value for money for its residents.

The review of council services, facilities and staffing structure undertaken by NEREO identified a number of key challenges to be considered and addressed by the council with a recommendation the council undertakes a staffing restructure.

Members were asked to consider:

- a) Deletion of two posts from the staffing structure to be replaced with a new management post with a pay grade between SCP 15-22
- b) To undertake a review of grounds maintenance and park attendant posts to reflect the council's operational needs
- c) Establish a new staff grading structure

- d) Delegate authority to the staffing committee to review job descriptions and staff grading structure with recommendations to be brought to full council for consideration and approval

RESOLVED unanimously to approve the

- a) Deletion of two posts from the staffing structure to be replaced with a new management post with a pay grade between SCP 15-22
- b) To undertake a review of grounds maintenance and park attendant posts to reflect the council's operational needs
- c) Establish a new staff grading structure
- d) Delegate authority to the staffing committee to review job descriptions and staff grading structure with recommendations to be brought to full council for consideration and approval

mh22-23117

DATE & TIME OF NEXT MEETING

The next meeting will be held on Monday 20th February 2023 6pm in the council office 68 Middle Street, Blackhall Colliery

CERTIFIED AS A TRUE RECORD

Chairman

Date