

HEIGHINGTON PARISH COUNCIL

c/o 17 East Green, Heighington, Co Durham. DL5 6PP

MINUTES OF PARISH COUNCIL MEETING HELD ON THURSDAY 21ST SEPTEMBER 2017 AT 7.00PM

PRESENT. Cllr B Anderson (Chairman)

Cllr E Thompson

Cllr L Bedocs

Cllr L Garner

Cllr G Blenkinsopp

Cllr M Woodward

Cllr M French

L Dunn

102.2017 APOLOGIES FOR ABSENCE

Cllr G Lee, Cllr C Teare

103.2017 RECEIVE DECLARATIONS OF INTEREST IN AGENDA ITEMS

None

104.2017 APPROVE MINUTES OF MEETING ON 27TH JULY 2017

The minutes of the meeting on 27th July 2017 were approved and signed by the Chairman.

105.2017 MATTERS ARISING FROM PREVIOUS MINUTES

Responses to all planning application notifications had been sent to Darlington Borough Council on 28th July.

Following the decision to chase up a response from Enterprise Inns it was noted that the benches outside the George and Dragon were moved before the last grass cut. After discussion with the Chairman it was therefore decided not to send a chase up letter.

The replacement spring and a further spring which was identified as needing replacement has now been fitted.

Membership of CDALC has now commenced and information emails from the organisation are coming in thick and fast.

The donation towards the cost of the daffodils for the centenary celebration of Heighington WI has been forwarded to their Treasurer and the WI have conveyed their thanks to the Parish Council.

DBC were contacted regarding the incident of dog fouling witnessed by Cllr Teare within the grounds of the sportsfield and informed that the Parish Council wished them to take action. They were to liaise with Cllr Teare regarding obtaining a witness statement.

Cllr Bedocs has completed a survey of all the benches in and around Heighington and produced a plan showing their location which he distributed for viewing. There are a total of 15 benches and he feels that there is plenty of room for additional benches should a plot be requested by any parishioner. Cllr Anderson informed the meeting that there are also four benches in Redworth.

HEIGHINGTON PARISH COUNCIL

c/o 17 East Green, Heighington, Co Durham. DL5 6PP

106.2017 HEALTH AND SAFETY

Risk Assessment Review

The Parish Council's risk review document was due for its annual review. The document had been updated by the Clerk and was circulated at the meeting. Each item was reviewed individually.

The following action points / updates to the risk assessment were agreed:

Subject	Amendment	Action Required	Action By
Council Records	Add narrative to Management/Control of risk to state that records are held in a lockable cabinet		Clerk
Maintenance of Council Assets	Replace specific mention of sports field, play area, muga and skate park with "All Assets"		Clerk
Public Toilets	Add detail that a COSH register is maintained	COSH register to be set up	Cllr G Blenkinsopp
Grass Cutter	Add details that grass cutter is only operated by appropriately trained personnel	Obtain log book for recording of visual checks of grass cutter by football staff Produce risk assessment for grass cutting (obtain copy from DBC) Check with insurance company whether any certification of training required for use of grass cutter	Cllr B Anderson Cllr B Anderson Clerk

Cllr Thompson proposed to accept the updated Risk Assessment and expressed his thanks to the Clerk for her work in updating it. Cllr Bedocs seconded the proposal and it was UNANIMOUSLY AGREED to accept the document.

Bonfire

The landlord from the Bay Horse attended the meeting to request HPC for permission to a bonfire with fireworks this year on Saturday 4th November.

HEIGHINGTON PARISH COUNCIL

c/o 17 East Green, Heighington, Co Durham. DL5 6PP

He has appropriate risk assessments and insurance and has also been in contact with DBC.

From the Parish Council's perspective, so long as DBC is satisfied with the safety aspects, it would simply require the green to be respected by:

- Ensuring the bonfire is only collected up during the week immediately prior to the event – it was agreed that the first day for building would be 28th October
- Ensure no vehicles drive onto the green with bonfire materials (or for any other purpose)
- Ensure the fire is put out properly after the event and cleared away to a reasonable standard.

Cllr Thompson proposed that the bonfire and firework event be approved, Cllr Garner seconded it and it was UNANIMOUSLY AGREED that the landlord should go ahead with the event.

107.2017 SPORTSFIELD

A request via email had been received from DBC regarding entering into a formal agreement with HPC regarding the use of the car park (following an extension to it) in relation to a possible extension to Heighington School, therefore increasing the number of potential users.

Following extensive discussion Cllr Garner proposed that HPC's response was as follows:

Heighington Parish Council will not enter into any agreement / contract with the School or Darlington Borough Council regarding the car park. Should any development take place to the south or west of the village then Heighington parish Council may only open the gates to the car park at 9.30am each morning.

This proposal was seconded by Cllr Blenkinsopp and UNANIMOUSLY AGREED.

ACTION: Clerk to convey response to DBC

Cllr Anderson informed the meeting that the extension to the car park will consist of a grid force which will act as a large soak away. The area cannot be tarmacked as water flows off the existing car park and from the skate park onto the proposed extension section.

It was noted that the tennis court net poles have been filled with pieces of wood, likely to be done by children who use the area. However, the nets are locked away safe.

108.2017 FUNDING AND FUNDRAISING

None

109.2017 REDWORTH

Cllr Anderson has been approached by Redwoth WI to ask if they could spruce up the benches in the village and whether any paint was available. Cllr Anderson has provided them with some paint. He informed the meeting that a slat needs replacing on one of the benches and Cllr Garner offered to supply some wood to enable it to be fixed.

ACTION: Cllrs Anderson & Garner

Cllr Bedocs offered to paint the planters around the village and his offer was accepted.

ACTION: Cllr Bedocs

110.2017 THE CHESTNUTS

None

HEIGHINGTON PARISH COUNCIL

c/o 17 East Green, Heighington, Co Durham. DL5 6PP

111.2017 PLANNING

Cllr Bedocs informed the meeting that formal review/consultation on the Local Plan by DBC has been deferred until October. Cllr Bedocs had requested that the meeting be held on a Friday afternoon/evening to allow working residents to attend. The Plan must be approved by March 2018. Discussion was had on who is being informed of these events and it was agreed that the Clerk would contact Fiona McCall to ensure she was included on the distribution list so could forward details to all Councillors.

ACTION: Parish Clerk

Application Ref 17/00535/LBC related to listed building consent to demolish a former garage/workshop located within the curtilage of Coatsay Moor Farmhouse. The Clerk was instructed to give a no comment response as inadequate information was available to access the proposal.

ACTION: Parish Clerk

112.2017 FINANCE

Asset Register Review

The asset register was circulated, reviewed and approved.

113.2017 REPORTS/CORRESPONDENCE

Clerks Report

Bank reconciliations for July and August were circulated and balanced.

The current position on the Community Fund was reported following the donation made to Heighington WI.

New rates for hire of the village hall have been set from 1st January 2018. These will affect any use of the hall over and above normal monthly meetings. Cllr Bedocs informed the meeting that the village hall had been used by Cllr Lee and asked whether it was in his jurisdiction of HPC as the Village Hall Committee were unclear as to who to charge for the use. It was agreed that the use was not for HPC and must have been in connection as his role as DBC Councilor. Cllr Anderson informed the meeting that he was confronted and asked to "hand over" the keys he holds for the village hall from a member of the Village Hall Committee very recently. He refused and assumed that the person concerned was not aware of the agreement in place for him to hold a set of keys.

The Environmental Warden had taken some annual leave.

The finalised audited accounts have still not been returned from the external auditor, BDO. The Clerk expressed dismay at the time taken for them to audit what is a small set of accounts and requested that consideration be given to look for an alternative external auditor for next year. Cllr Thomson proposed that the Clerk should investigate an alternative external auditor and Cllr Garner seconded this proposal.

ACTION: Parish Clerk

A total of £673.30 has been spent to date on obtaining appropriate hardware and software for compliance with the Transparency Code. This will be claimed back from the Transparency Fund. The website is nearing completion and LJ Media are in the process of uploading documents such as copies of minutes from previous meetings. They have asked for a copy of the Register of Interests amongst other things and the Clerk was informed that a copy of the register should be available from DBC. The Clerk asked that all Councilors consider anything they think would be appropriate for inclusion on the website (including recent news and events) to let her know. It was suggested that Cllr Andersons recent award for "Citizen of the Year" be included.

HEIGHINGTON PARISH COUNCIL

c/o 17 East Green, Heighington, Co Durham. DL5 6PP

ACTION: Parish Clerk

All residents identified to be written to regarding parking on the Village Green received a letter dated 3rd August. The Clerk detailed all responses received to date. Following discussion, it was agreed that the definition of "Green" was essential in that it is a territory (grassed area and hard surface) rather than just a grassed area.

The following action was agreed:

- Residents of properties 20 and 22 east Green would be written to, to accept their access across the Green but to be informed that they do not have parking rights.
- Residents of 18 East Green and 43 Church View to be informed that they have no right to park on the Green

ACTION: Parish Clerk

Standards Information Session

The Clerk had previously distributed information regarding a free Standards Information Session to be held in the Council Chamber, County Hall, Durham, DH1 5UF starting at 6:00pm on 3rd October and asked that should anyone wish to attend to let her know and she would make the booking accordingly.

ACTION: All

114.2017 OTHER MATTERS

An email sent to Cllr Lee from Sharon Marshall had been circulated at the beginning of August requesting help towards the upkeep of the wildlife garden opposite East Green.

It was noted that the area had now been cut and Cllr Anderson informed the meeting that should any help be required in the future he would speak to the Environmental Warden.

Cllr Bedocs provided a written feedback report on the recent Councillor training he attended in Barnard Castle which had provided some useful information. The training had recommended that all Councillors have a copy of the more recent "Good Councillors Guide" and it was agreed that this would be obtained and circulated.

ACTION: Parish Clerk

There being no further business, the meeting closed at 9.01pm.