

# **Hurworth Parish Council**

## **Minutes**

of the Meeting held on Thursday, 9<sup>th</sup> May 2011, in the Art Room,  
Hurworth Grange, Hurworth on Tees.

### **191. Those attending:-**

Val Hughes, Gill Hepplewhite, Peter Foster, Ian Holme, Jill Russell,  
Jean Peacock, Ken Pattison; Tony Needham; Jeff Kemp; Norma Kyle; John Howard

also in attendance: - Peter Allan - Clerk

### **192 Apologies for absence:-**

Chris Pratt

### **193 Declarations of Interest:-**

None

### **194 Chairman's remarks**

The Chairman welcomed the new council, and in particular the newly elected members.

### **195 Minutes of the Meeting dated 7<sup>th</sup> April 2011.**

The minutes, having been pre-circulated, were agreed, and signed by the Chair after confirmation by the council. Proposed by Ian Holme and seconded by Peter Foster.

### **196 Matters Arising**

1. The grant from DBC Dosh Fund of £2,000 has been received. This will be added to the allocation of £2000, which is in the Parish Council 2011 budget. The meeting agreed that the funds will be placed with the Hurworth In Partnership (HiP) team, who will co-ordinate the project with Hurworth Community Association.
2. The Chair informed the council, that a meeting was being arranged to resolve any outstanding matters with the Land Registry.
3. Feed back from the parish, indicates that the Newsletter is being well received, and the content found informative. However, two people have reported that they did not receive a copy. This will be investigated with HCA, who have said that they need more distributor volunteers. Jeff Kemp, Ian Holme and Tony Needham offered to distribute in their locations.

### **197 Public Participation**

Ms Michelle Edwards lodged a complaint regarding trees at the back of Church Row, which are growing too large, and restricting the light. John Howard agreed to look into the problem and report back. **Action: John Howard.**

Mrs Linda Hall addressed the meeting and showed pictures of the proposed building of two houses in Wayside. She has written to DBC Planning Department, and other residents of Wayside are campaigning against the construction.

It was agreed that the PC will write a letter to DBC Planning Dept., stating our reservations, and detailing the salient points against this application. Ian Holme agreed to draft the letter, and the Clerk will submit it. Action: **Ian Holme and Clerk.**

### **198 a. Audit Arrangements**

The Clerk had previously distributed a number of documents, which our internal auditor, Mr Gordon Fletcher, had prepared. Having had more than one week to read and digest these documents, the meeting was asked to formally adopt them, as a permanent record. This was proposed by Ian Holme and seconded by John Howard, and the meeting unanimously agreed their adoption.

- a. Approval of the Schedules of Work**
- b. The Role of the Internal Auditor**
- c. Acceptance of the Annual report from the Internal Auditor**
- d. Appointment of Gordon Fletcher as Internal Auditor**

### **198 b Revision of Council Procedures**

Cllr Pattison and the Clerk have completed a complete review of the council's procedures, and have distributed a copy of the twenty documents to all councillors. The internal auditor has also been given a copy, and has reviewed them.

Ian Holme pointed out that Procedure P 14 has been superseded, and it was agreed to withdraw it. It was also agreed that the Chair and Clerk should look further at the definition of Personal and Prejudicial interests. It was agreed that this should be clarified at the training session with Luke Swinhoe on 19<sup>th</sup> May.

The procedures, subject to the two items above, were then formally adopted by the meeting.

Gill Hepplewhite remarked that councillors were required to use a lot of paper, as most reports and documentation is now distributed by E Mail. The meeting agreed the Clerk would order and distribute a ream of paper to each councillor. **Action: clerk**

### **198 c Signatories**

The meeting agreed that the following persons will be the official signatories for the coming council year.

Chair – Ken Pattison  
Vice Chair – Ian Holme  
Cllr Gill Hepplewhite

Clerk – Peter Allan

Action: Clerk to make the arrangements; in the meantime Cllr Hepplewhite and the Clerk are authorised to sign cheques.

## **199 Financial Report and Accounts for Payment**

The following accounts were approved for payment, the schedule having been previously distributed to all councillors.

### **Accounts for Payment May 2011**

H.C.A.	Photocopying	£5.60
Gill Hepplewhite	Expenses	£6.50
Namesco	E Mail domain	£23.99
HMRC	PAYE tax	£82.00
T. Murray	April salary	£328.30
P. D. Allan	Flag and expenses	£135.32
Gordon Fletcher	Internal Audit	£250.00
J. Metcalf –	Civil work water pipes	£1800.00
Direct Debit	Talk Talk	£17.60

The Clerk had previously sent details of the updated Financial spreadsheet, and there were no questions. However the Clerk was requested to convene a Finance Working Group meeting before the end of May. **Action Clerk - .to convene meeting.**

## **200. Allotment Report**

Val Hughes reported that the water project at Strait Lane allotments was completed, and that water was now available and being used. Many allotment holders are pleased, although some are not happy. The project is seen as a great benefit to the community, and showed good initiative by this council.

The next problem is the allotment gate at Strait Lane. Val Hughes and the Working Group will obtain a quotation for the repairs, or replacement, and give the details to the Clerk, who will initiate the work. **Action Val Hughes and Clerk**

## **201. Correspondence**

1. Letter from Hurworth Community Association requesting the council to pay for the water meter to be installed at the allotments in the Grange.  
**Referred to the Finance Committee.**
2. Formal letter regarding Hurworth Casual Vacancy. **Now finalised.**
3. Confirmation letter from DBC, regarding Public Footpath No 20, at Croft Club.
4. Community flood kits – on agenda.
5. Yorkshire C.C informing the parish about drainage works starting in Neasham.
6. Durham Crimestoppers requesting financial support – declined
7. Tees Valley survey report details collected by Cllr Foster, and available for examination.
8. DBC Framework update, and requests for comment – no comment.

9. Details of traffic movements in the parish included in letter from Michael Straugheir. **Meeting to be arranged for Chair and Clerk.**
10. Letter from Thornaby Angling Club, complaining of vandalism and misdemeanours on the river bank, including damage and theft. **Actions: Clerk to acknowledge and Ian Holme will raise the matter at the next PACT Meeting.**

## **202. Litter Picker**

Terry Murray will be retiring on 20<sup>th</sup> May, and a replacement is required.

A committee was delegated to interview the candidates who have replied to the advertisement placed on the parish notice boards and newsletter. The committee will comprise:

Jill Russell  
Jean Peacock  
John Howard  
Ian Holme

The Clerk will make the arrangements and attend the meeting. The committee was given the authority to select the final candidate. **Action Clerk**

## **203. Village Green Project**

Cllr Pattison reported that he had received an indicative estimate for the work on the village green, and this was £16,372. He is awaiting a detailed quotation, and will submit it at the forthcoming Finance Meeting. **Action Ken Pattison.**

## **204. PACT Report**

Nobody had attended the PACT Meeting; no report.

Ian Holme agreed to find out future dates and venues of the PACT Meetings, and the Clerk will notify all councillors. **Action: Ian Holme and Clerk.**

## **205. Highways**

Tony Needham reported that the Right of Way from Coach Lane past the Prep School and up to Neasham Road is in a bad condition, with a broken stile and the farmer appears to be placing horses in the field where the RoW PASSES.

**Action: Tony Needham and Ken Pattison to walk the RoW and report further, then a letter or visit to Rob George at DBC Countryside.**

Jill Russell has received complaints about non-collection of refuse at Pilmore Mews; this is attracting rats and foxes. Jill has contacted Street Scene. **Action Clerk to write to Brian Graham at Street Scene.**

Tony Needham reported that the traffic congestion on Westfield Road leading to the Primary School is causing problems and parking on the pavements. There is a large contract underway at the school, and also a contract starting at the Hurworth House site. Damage is being caused by the heavy vehicles, and Gill Hepplewhite mentioned

that residents are being disturbed early in the morning when John Wade vehicles go to the sites

There is also concern that emergency vehicles may not be able to access the area, due to parking congestion.

Although little can be done during the duration, the council require re-assurance that DBC are aware of the situation and seek confirmation that the roads and pavements will be 'made good' when the contracts end. **Action Clerk**

## **206 HMS Hurworth**

Peter Foster reported that HMS Hurworth will be docking at Hartlepool on Wednesday, 1<sup>st</sup> June. A programme of events is being arranged, which includes a Captain's Lunch on board and a Cocktail Party on the Friday evening. Members of the crew will be visiting Hurworth during the week from 1<sup>st</sup> June to 5<sup>th</sup> June, and a programme is being arranged by the Council and others.

It was agreed that the Parish Council will host the ship at the Emerson Arms on the evening of Saturday, 4<sup>th</sup> June. It was further agreed that £200 will be allocated to pay for the ship's crew entertainment; proposed by Ian Holme and seconded by Val Hughes.

**Action: Clerk to co-ordinate with Peter Foster, to make contact and make all the arrangements.**

## **207. Community Flood Kits**

Ken Pattison reported that arrangements were now in hand to provide flood action in the parish, and asked the council if they would like a presentation by Karen Gibson, Civil Contingencies Unit DCC. Jean Peacock said that the group was well organised, and the plans appeared to be satisfactory. It was agreed that a presentation was not necessary, and we would include an article in the next Parish Newsletter. The clerk was asked to write to Karen and obtain the new list of consumables for comparison (to be passed to Sue Williams). Action; Clerk

## **208. Planning Applications.**

A letter will be sent to DBC, as agreed in 197 above, regarding concerns about 37 The Wayside

All other applications were perused, and it was agreed to make 'no comment' response.

## **209. Any Other Business**

John Howard raised concerns over the condition of the play area on Grange Estate. It was agreed that he will obtain and erect two notices regarding dog behaviour and keeping the area clean. **Action John Howard**

Jean Peacock requested the Clerk to ask DBC to cut the grass on the riverside at Croft. **Action: Clerk**

Jeff Kemp thanked the council for co-opting him onto the council, and said that he intends to play an active part, once he is familiar with the issues and protocol.

The Chair reminded the meeting that the new vicar will be installed at All Saints Church on Sunday, 15<sup>th</sup> May, with a reception after the service at the Grange.

Meeting finished at 9:40pm.