



Haswell Parish Council

Minutes of the Meeting of Haswell Parish Council held on

Wednesday 25th May 2022 at 6.30pm at St Paul's Church

Present

Cllrs C R Hood (Chair), E Major, O Gray, A Wainwright, S Hartley & W Ramsey.
County Cllrs C R Hood.

The Chairman welcomed everyone to the meeting of the Parish Council.

1.(a) Urgent Item under the Chairman's Emergency Powers

Cllr C R Hood explained that following several unsuccessful recruitment campaigns an opportunity had now arisen to appoint a suitable Clerk and Responsible Officer to the Parish Council. Members agreed that the Clerk should be appointed with immediate effect.

Resolved that the appointment of Clerk and Responsible Officer be made with immediate effect.

1. To Elect a Chairman for the Ensuing Year

Cllr C R Hood nominated Cllr A Wainwright to become Chairman for the ensuing year. This was agreed unanimously. On behalf of the Parish Council, Cllr A Wainwright expressed his thanks to Cllr CR Hood for his excellent chairmanship over the past 5 years, his dedication to the role and inspirational leadership.

Resolved that Cllr A Wainwright be elected as Chairman of Haswell Parish Council

2. To Sign & Complete the Declaration of Acceptance of Office

Cllr A Wainwright signed the acceptance to the role of Chairman of Haswell Parish Council.

Resolved that the signed acceptance be noted.

3. Register of Disclosable Pecuniary Interest & other Registerable Interests

Members were requested to update their forms if necessary. The Clerk was requested to check with Democratic Services whether it was necessary for existing Members to complete new forms where there were no changes.

Resolved that Members update the pecuniary interest forms where necessary and the Clerk to contact Democratic Services to clarify the situation.

4. To Elect a Deputy Chair for the Ensuing Year

Cllr C R Hood nominated Cllr O Gray to become Deputy Chair for the ensuing year. This was agreed unanimously.

Resolved that Cllr O Gray be elected as Deputy Chair of Haswell Parish Council.

5. Co-option of 2 Parish Councillors

Anne Morton and Craig Overton were co-opted onto the Parish Council.

Resolved that Anne Morton and Craig Overton be co-opted onto the Parish Council.

6. Apologies for Absence

Apologies for absence were received from County Cllrs Varty, Hovvells, Milller and Cochrane.

7. To Approve the Minutes of the Last Meeting

The minutes were agreed and signed as a true and correct record by the Chair.

The following action points arising from the minutes were discussed:

Action Point	ACTION	RESPONSIBLE	Action Status
8.1	Speed Indicators on Salters Lane – further enquiries to be made with Durham County Council.	Cllr Hood	OPEN
Action	<i>Previously Cllr Hood had reported that he has spoken to officers at Durham CC and it was unlikely that a speed indicator would be placed on Salters Lane due to the layout of the road and the need for 400metres clear unobstructed view as you approach the speed restriction zone. Councillor A Wainwright suggested the installation of rumble strips on the approach to the restricted 30 mile an hour zone. He also asked if there were any results from the speed survey Cllr Hood has requested a follow up meeting with Officers from Durham CC and is awaiting a response.</i>		

Action Point	ACTION	RESPONSIBLE	Action Status
8.2	Painting of the race course fencing. Parish Council to obtain costings and consider funding.	Cllr Hood	OPEN
Action	<i>Cllr Hood is still looking into this matter and is not sure who to contact. He asked if anyone had any suggestions to let him know.</i>		
8.3	Demolished property on Front Street - awaiting an outcome from Durham County Council	Cllr Hood	OPEN
Action	<i>Cllr Hood reported - email received by 9th May 2022 from David Chong, Senior Planning Enforcement Officer: "Recent observations made by Officers would indicate that parts of the S215 enforcement notice have been complied with, however, the remaining requirements of the Notice, namely the rendering and repainting of the gable end, and making good of the adjacent land are still outstanding. In this respect, I have a planned visit to the subject site this Thursday 12th May, with a view to establishing current position on site, and then chasing owner(s) to carry out remaining work(s). I shall drop you a further update after I have been out. "</i> <i>Cllr Hood has asked for a further update but none received so far.</i>		
8.4	Grey Horse – Further enquiries to be made with Durham County Council.	Cllr Hood /Cllr A Wainwright/ Clerk	OPEN
	<i>Cllr Hood reported - email received by 9th May 2022 from David Chong, Senior Planning Enforcement Officer: "Similar to the site at 70 Front Street, the owner(s) of the former pub have partly complied with the requirements of the S215 Notice served on them, however, there are still requirements outstanding namely the need to repaint the rendered parts of the front elevation and to replace the dilapidated old gate to the rear with a new one. I did get reassurances from the owner and her contractor towards the back end of last year, to advise that work(s) were planned to comply fully with the requirements of the S215 Notice, however, to date and following recent site inspections, I note that such work(s) have not been carried out. I have been back in touch with the contractor today, who advised that he is in the process of programming the remedial work(s) into his schedule, and is confident that he will commence the work(s) in 2 weeks' time and complete them within a 3-5-day period. I shall keep a watching brief</i>		

Action Point	ACTION	RESPONSIBLE	Action Status
	<p><i>over this site in the coming weeks, and hopefully work(s) as agreed will commence.”</i> <i>Cllr Hood has asked for a further update but none received so far.</i></p> <p><i>Cllr A Wainwright expressed a desire for the Parish Council to write to Durham County Council expressing concern about the 2 matters and enquired whether there was a protocol for this. Cllr Hood was unaware of a protocol. It was agreed that the Clerk would liaise with Cllr A Wainwright to write a letter to Durham County Council.</i></p>		
8.6	Flooding – Haswell Plough and Mazine Tce	County Cllr Miller	OPEN
Action	<i>Cllr Miller stated that the flooding had been reported and that that he would chase it up.</i>		
8.11	Football Team Changing Rooms – investigate fully fitted container	Cllr Ramsey	OPEN
Action	<p><i>Cllr Ramsey previously reported that he had been in contact with the company regarding the container. They need to know the exact specifications that the Parish Council require. The lead in time for a new container would be 3 or 4 months. For a second hand one it would be a few days.</i></p> <p><i>A discussion had subsequently taken place with Cllr O Gray, and representatives from the football team to discuss the specifications. The footballers would be prepared to undertake the electrics etc.</i></p> <p><i>Following discussion, it was agreed that a £20, 000 budget (including alteration and including the £10,000 budget already allocated) would be delegated to move this project forward. It was agreed that Cllr B Ramsey would progress the purchase of the changing rooms on that basis.</i></p>		
8.12	Triangle of Land – Gloucester Tce – investigate option of peppercorn rent	Cllr Hood	OPEN
Action	<i>No further response from Durham CC – escalated with Cabinet.</i>		
8.13	Football team changing rooms – investigate the issue of planning permission.	Cllr Hood	OPEN
Action	<i>Cllr Hood has raised the issue with the planning department and is awaiting a response.</i>		

Action Point	ACTION	RESPONSIBLE	Action Status
8.14	Additional signatories required.	Cllr Gray	OPEN
	<i>Banking arrangements will be addressed following the appointment of the Clerk.</i>		
8.15	CCTV for Parish Council facilities. Further investigations to be undertaken.	Cllr Hood/Clerk	OPEN
	<i>Cllr C R Hood has made enquiries with South Hetton PC. The details were provided to the Clerk to follow up.</i>		
8.16	Horticultural meetings to resume.	Parish Council /Cllr Hood	OPEN
	<p><i>Cllr Gray reported on the outcome of the Horticultural Meeting which took place on the 11th May 2022 as follows:</i></p> <p><i>The Haswell Parish Council Horticultural Plan for 2022/23 was discussed. The aim is to develop a structured plan for the Haswells. Input was requested from the Grounds staff and Parish Councillors. The plan is to be considered by the sub group prior to being presented to the full Parish Council.</i></p> <p><i>The Ground staff had identified a small number of locations to plant wildflower seeds. The Ground staff were asked to identify further locations for the next meeting.</i></p> <p><i>Haswell In Bloom - The aim is to have an abundance of floral displays around the villages for as much of the year as possible. Cllr Gray discussed the idea of approaching local nurseries such as Kingsway nursery to enter into a contract grow plants on behalf the Parish Council. Cllr Gray agreed to investigate this further. It was requested and agreed that the ground staff do not removed any plants before the Jubilee celebrations unless they were being replanted immediately with new stock.</i></p> <p><i>It was requested and agreed that the ground staff repaint the tyre planters where necessary before replanting them.</i></p> <p><i>It was discussed and agreed that a completion for the best hanging basket and pot displays should take place in the Haswells. The completion would be judged before the carnival and be presented at the carnival. Cllr Hood to be asked to put together a flyer.</i></p> <p><i>Cllr Ramsey has a further approximately 30 tyres and tyre rims to be painted and used as planters across the 2 villages.</i></p>		

Action Point	ACTION	RESPONSIBLE	Action Status
	<p><i>It was agreed that the grounds staff would paint them and plant them up as soon as possible.</i></p> <p><i>It was also suggested that the Parish Council look into having lights around the Haswell Pit Head and improving the facilities at the Pit. Cllr Hood agreed to pursue this matter.</i></p>		
8.17	Carnival meetings to resume.	Parish Council	OPEN
	<p><i>Cllr Gray reported on the outcome of the Carnival sub group meeting which took place on 11th May as follows:</i></p> <p><i>It was agreed that the date for the 2022 carnival would be the 10th September 2022. The start time would be 12pm – 10pm. All parish councillors to participate in the organisation of the event.</i></p> <p><i>Cllr A Wainwright agreed to approach Fairburns regarding a Marquee</i></p> <p><i>Cllr A Wainwright agreed to look into better toilet facilities than previous years.</i></p> <p><i>Cllr O Gray agreed to approach Kevin Mangles about the daytime entertainment as well as Puffing Billy and the burger van.</i></p> <p><i>It was agreed that the Odd Fellows Arms be approached with regard to the sale of alcohol.</i></p> <p><i>It was agreed that Cllr Hood be approached about organising the evening entertainment.</i></p> <p><i>It was agreed that security would be required as previous years for the hours 11am – 11 pm. Cllr J Wainwright to be approached to organise this.</i></p> <p><i>Cllr A Wainwright agreed to develop the Event Safety Plan. All members to provide relevant information at the next meeting so that the Plan can be produced.</i></p> <p><i>The requirement for a generator and lights was discussed. A discussion took place regarding the size of the generator and lighting towers and whether such large ones were required.</i></p>		

Action Point	ACTION	RESPONSIBLE	Action Status
	<i>It was agreed that this would be discussed at the next meeting.</i>		
8.18	Wagon on playground in Windsor Tce – further investigations to take place.	Cllr Hood	CLOSED
	<i>Cllr Hood reported that residents simply need to ring it into the wardens when it next happens.</i>		
8.19	Investigate the possibility of having a contract with a local nursery to grow plants for the Parish Council.	Cllr Gray	OPEN
	<i>Cllr Gray reported that she had contacted a local nursery with regard to them supplying the Parish Council with plants but this was not going to be feasible. Cllr Gray will continue to pursue the matter.</i>		
8.20	New larger container for Groundstaff.	Cllr Ramsey	OPEN
	<i>Following discussion, it was agreed that the Parish Council should look into the option of a larger 20 ft container for the Groundstaff. Cllr B Ramsey to obtain a price for a 20 ft container.</i>		
8.21	Parish Council meetings to resume at St Paul's Church	Parish Council	CLOSED
	<i>Parish Council meetings have resumed at St Pauls Church.</i>		
8.22	Children activities in village – Pump Track – further investigations and costings	Cllr Hood	OPEN
	<i>Cllr C R Hood has asked if we can get a company in through a design and build brief. That way they can sit with the kids and use their knowledge and expertise to design what the children / teens want. He has contacted various companies: A response is awaited.</i>		
8.23	Durham County Council Planning Committee – delay in consideration of planning consent – County Councillors to investigate.	County Councillors	CLOSED
	<i>Cllr C R Hood reported that there was a lack of staff in the Planning Team at Durham County Council and that there had been an increase in applications which is why there is a delay in applications being considered.</i>		

Resolved that the actions being taken were noted

8. Review and Adoption of The Parish Council's Standing Orders and Financial Regulations

Cllrs agreed to adopt the Council's Standing Orders and Financial Regulations for the forthcoming year, (copies available on the Council's web site, or from the Clerk by request). It was agreed that the clerk would send the links to Cllrs C Overton and A Morton.

Resolved that the Parish Council's Standing Orders and Financial Regulations be adopted.

9. To Confirm the Dates of the Meetings for the Forthcoming Year

The following meeting dates were confirmed:

29th June 2022, 27th July 2022, August Recess no meeting, 28th September 2022, 26st October 2022, 30th November 2022, December – no meeting, 25th January 2023, 22nd February 2023, 29th March 2023, 26th April 2023, 31st May 2023.

Resolved that the Parish Council Meeting dates are confirmed.

10. To confirm the arrangements for insurance cover in respect of all insured risks

The insurance arrangements with Zurich Municipal for the forthcoming year were agreed.

Resolved that the insurance arrangements are confirmed.

11. To review the Policy on Reserves and Balances, Training, Protocol on Member/Officer Relations, Publication Scheme, Council's procedure for handling request made under the Freedom of Information Act 2000, Complaints Procedure

The policies for Reserves and Balances, Training, Protocol on Member/Officer Relations, Publication Scheme, Council's procedure for handling request made under the Freedom of Information Act 2000, Complaints Procedure were agreed. (*copies available on the Council's web site, or by request*). It was agreed that the clerk would send the links to Cllrs C Overton and A Morton.

Resolved that the various policies and procedures be adopted.

12. Sub-Committees

Representatives to the following sub committees were appointed as follows:

- Human Resources – Cllrs C R Hood, B Ramsey, E Major, A Morton & C Overton.
- Events – Cllrs E Major, S Hartley, A Wainwright, C R Hood, B Ramsey, O Gray.
- Horticulture – Cllrs A Wainwright, O Gray, B Ramsey, S Hartley, E Major.

Resolved that the appointments to the sub committees be noted.

13 Delegates to Other Bodies

No appointments were made for representation to serve on the following outside bodies:

- County Durham Association of Local Councils Larger Local Council Forum
- Easington Area (Durham County Association of Parish & Town Councils)

Resolved that the decision be noted.

13(a) Correspondence

The Clerk reported that Haswell and District Mencap had written to the Parish Council requesting some financial support towards the purchase of a display unit and a dishwasher for the Hive Sunday Carvery which was set up following the pandemic. The costs have been identified to be in the region of 2,700 plus VAT.

Cllrs C R Hood, S Hartley and E Major declared an interest in this item and left the room.

Following discussion, it was agreed that a grant of £3000 be awarded to Haswell and District Mencap subject to a more detailed business case being provided. It was agreed that the Clerk would inform Haswell and District Mencap of the outcome of their request.

Resolved that Haswell and District Mencap be awarded a grant of £3,000 subject to more detailed business case being provided.

14. Police Briefing

Police Officers from Durham Constabulary were unable to attend but sent the following report:

Total calls - 25

ASB – 2

Personal – 0

Nuisance – 2

- X2 Kestrel Way 30/04/22 and 14/05/22 – Report of unknown youths playing football in the area and stating the ball being kicked off cars.

Environmental – 0

Burglary – 0

Criminal Damage- 1

- 28/04/22 – Pesspool Avenue – Report of windows smashed at an address – Open investigation.

Theft and Handling- 0

Vehicle- 1

- 16/05/22 – Kestrel way – Report of front and rear registration plates being removed from a parked vehicle – Closed, full investigation complete with no suspect identified.

Other –

PACT Meeting details –

- 8th June – 6pm to 7pm – Online Pact meeting – Officers from local Policing team will be available online via the Seaham and Easington Police Facebook page using the Messenger service.
- 18th June – 3:30pm to 4:15pm - Mobile Pact Meeting – Officers from the local Policing team will be available at the Hazelwell Centre Car park.
- 23rd June – 6pm to 7pm - Haswell Pact meeting (face to face) – Lisa Dixon Centre (Mencap).

Resolved that the information given be noted

15. Finance

(a) To approve the monthly accounts.

Due to the previous vacancy of the position of clerk there were no monthly accounts to approve.

(b) Monthly Bank Reconciliation for April 2022 (to follow)

Due to the previous vacancy of the position of clerk there were no monthly accounts to approve. The Clerk reported that the balance on the current account was £180,175.69.

(c) Annual Governance & Accountability Return (AGAR) 2021/22 - Members to discuss

The Annual Governance & Accountability Return 2021/22 is due to be submitted to the auditors by 30th June. However, they must be approved by the internal auditor and agreed by the Parish Council in advance of this date. Due to the vacancy of the Clerk position the Parish Council have not had a Proper Officer to complete this work. It was agreed that the new Clerk would endeavor to complete the annual accounts and the return within the timescales and report to the next meeting of the Parish Council for approval.

(d) Internal Audit Report for consideration and acceptance and Assurance by Risk Area - Members to discuss

Due to the vacancy of the Clerk position, the Parish Council have not had a Proper Officer to complete the annual accounts and therefore the Internal Audit Report and Assurance by Risk Area has not yet been completed. It was agreed that the new Clerk would endeavor to ensure that this is complete them within the timescales and report to the next meeting of the Parish Council for approval.

Resolved that the Clerk would endeavor to complete and return the annual accounts and Annual Governance and Accountability Return (AGAR) within the necessary timescales.

16. Planning

There were no planning applications to consider.

Resolved that the information be noted

17. Member's Reports

Cllr B Ramsey requested an update on the situation regarding the path from Haswell Plough to Shotton. County Cllr C R Hood reported that the County Council had agreed to develop a scheme and had costed this at £46,900. This was 896 meters of rural type footway 1.5 meters

wide. Members felt that this cost was high and it was agreed that members would look at ways in which the costs could be reduced down to about £25,000. Cllr C Overton agreed to look at whether he could get the materials at a lower cost.

Cllr Ramsey stated that the tyres and pots needed to be filled with top soil as soon as possible.

Cllr Major reported that there was a lot of dog fouling in Farraday Terrace which wasn't being picked up. She has also received a txt message regarding rubbish.

Cllr C Overton thanked the Parish Council for the opportunity to join the Parish Council.

Cllr A Morton thanked the Parish Council for the opportunity to join the Parish Council.

Cllr O Gray reported that a resident in Dent Close had asked she could have a seat installed in memory of her husband. Members agreed to facilitate this. Cllr C R Hood agreed to pursue this issue.

Cllr O Gray reported that there had been a suggestion of a dog show on the Parish Fields. It was agreed that an official proposal for this event should be put forward to the Parish Council.

Cllr O Gray reported that County Cllr Cochrane was unwell and wanted to send her best wishes.

Cllr O Gray thanked Cllr C R Hood for all of the hard work he had done over the past 5 years as Chair of Haswell Parish Council.

Resolved that the information and actions be noted.

18. County Councilor's Update Report

County Cllr C R Hood provided the following report:

As always, I am privileged to be working in partnership with this parish council and the residents of Haswell. Since my last report, and on behalf of Haswell, here are just some of the things I have worked at on behalf of the village:

- Requested a follow up meeting regarding speed indicators on Salters Lane (see action points).
- Enquired about the enforcement notice on 70 Front Street (see action points).
- Enquired about the enforcement notice on The Grey Horse (see action points).
- Enquired about Triangle of land – Gloucester Terrace (see action points).
- Started discussions with planning department regarding new changing rooms.
- Contacted three companies regarding pump track designs and pricing – awaiting response. On behalf of all three villages, I have also:
 - Attended a meeting for the Easington Constituency bid to the government's 'Levelling Up' Fund and the council's 'Inclusive Economic Strategy'.
 - Attended the special DCC Cabinet meeting where the decision on the new DCC HQ was made.
 - Chaired the May meeting of DCC's Children and Young People's Overview and Scrutiny Committee.
 - Attended the Area Planning Committee (Central and East) as a committee member.

- Reminded residents that this week has been Mental Health Awareness Week. Mental Health Awareness week is an annual event dedicated to increasing public awareness of mental health issues and fostering an environment of openness, understanding and acceptance.
- Attended a meeting of the Corporate Overview and Scrutiny Management Board to receive a briefing on the DLI Feasibility Study Outcomes.
- Reminded residents that Covid Vaccinations for Children are available across East Durham.
- Assisted a resident in the ward who is in a dispute over their housing arrangements.
- Encouraged young people, parents/carers and professionals to share their views on the recent government's SEND and alternative provision green paper.
- Informed residents of the £200 grant for ex-miners and their partners.
- Attended a special joint scrutiny meeting at DCC to examine Transport policy and activity in County Durham and the wider region.
- As it's Chair, held a meeting to plan the work schedule of the DCC Children & Young Peoples Overview and Scrutiny Committee for the forthcoming year.
- Logged for repair the pot holes on Palmer Street, Phalp Street, Charters Crescent, Windsor Drive and Donald Avenue in South Hetton.
- Reminded residents of the chance to take part in the consultation into Pharmacies in County Durham
- Arranged a meeting with the Integrated Passenger transport team at County Hall to discuss the proposed changes to bus services in South Hetton.
- Attended the DCC Joint Administration Cabinet meeting at County Hall.
- Logged for repainting the road markings outside two of the schools in the ward. For reference they are Our Lady of Lourdes Catholic Primary School (FS-Case-423453017) and South Hetton Primary School (FS-Case-423454350) .
- Donated money from my neighbourhood budget to South Hetton Primary School to help purchase new iPads.
- Attended the DCC Corporate Parenting meeting at County Hall.
- Attended the Durham County Council meeting to look at improving the council's civil contingency plans in response to Storm Arwen and the 12 initial conclusions.
- Updated residents on the financial support available to households from Durham County Council.
- Attended the Joint Administration annual review at County Hall.

As always, the vast majority of my work has been on more personal issues that our residents have had in relation to residents' issues such as flytipping, littering, dog fouling, car parking, noise pollution etc. I continue to represent our residents and liaise with various officers, staff and departments, both at Durham County Council and external agencies.

I am always available and if I can help you, your family or neighbours in any way, please do not hesitate to contact me and I will take it forward.

Resolved that the information and actions be noted.

19. Public Participation

The Chair invited members of the public present to address the Parish Council. There were no matters raised by the public.

20. Parish Clerk

This was discussed under item 1(a) Urgent Item under the Chairman's Emergency Powers.

21. Date & Time of the Next Meeting

The next Parish Council Meeting be held at St Paul's Church Hall, Church View, Haswell, DH6 2DT on Wednesday 29th June 2022 at 6.30pm.