

# Hetton Town Council



## Minutes of the meeting of Hetton Town Council held on Monday 21 October 2019 at The Hetton Centre

Prior to formal commencement of the Meeting, Cllr K Pearson (Town Mayor) asked all present to observe a one minute silence as a mark of respect for the late former Councillor C Richards.

**Note:** The meeting was audio and video recorded throughout.

### **Present**

Cllrs J Blackburn, R Coulson, J Cunningham, J Defty, T Dodds, R Elvin, A Farrow, D Geddis, J Green, R Heron, M Hopper, K Pearson (Town Mayor), S Quigley, K Rowham, C Sinnott, M Thornton, D Turner, S Waterston and C Willis.

### **In attendance**

G Keedy, Town Clerk (TC)  
Members of the Public (MoP) x 2

### **1) Apologies for absence**

Apologies for absence were received on behalf of Cllrs A Liversidge (other commitment) and D Liversidge (other commitment).

Town Council resolved to approve the apologies received.

### **2) Declarations of interest**

Cllrs M Thornton and D Turner declared an interest in Item 11 (Planning applications).

Cllr M Thornton declared that a creditor (Item 10 - Finance Report) was a close relative.

### **3) Public participation**

There were no matters raised.

### **4) Minutes**

a) Cllr R Elvin expressed his worry about the apology approved at the 21 September meeting which had been made on the grounds of "concerns for personal safety" and he sought further details. No comments were received in response to his query.

Town Council resolved to approve the Minutes of the meeting of Hetton Town Council held on 16 September 2019.

## **HTC Minutes 21 October 2019**

### **4) Minutes cont ...**

b) Town Council resolved to approve the Minutes and recommendations of the meeting of Events and Special Activities Committee held on 30 September 2019.

c) Cllr Elvin expressed concern at the short notice given to Town Council by Sunderland City Council re the increase in the cost of Christmas trees and lack of choice of an alternative supplier.

Town Council resolved that TC write to SCC to seek an explanation.

Town Council resolved to approve the Minutes and recommendations of the meeting of Events and Special Activities Committee held on 10 October 2019.

### **5) Anti-Social Behaviour Unit - Sunderland City Council**

TC reported that the ASB Officer from Sunderland City Council (SCC) was unable to attend due to unforeseen circumstances.

At the suggestion of TC, Town Council resolved to refer this agenda item to a future meeting.

### **6) Reports from Members**

Cllr R Coulson:

Reported loose kerbs at Markle Rigg, North Street and Grange View, all East Rainton.

Queries progress on previous request for the installation of a low bar barrier at the lane running from Grange View to East Rainton Cricket Field.

Further requests the introduction of a 20 mph speed limit on North Street and South Street, East Rainton.

Cllr A Farrow:

Reports that there are blue shared use signs for cyclists and pedestrians where there is no footpath or cycleway at all, only a grass verge. (on Durham Road near East Rainton, southbound from Rainton Bridge). There is a footpath on the other side of the road, but it is narrow and not suitable for cyclists.

Cllr M Hopper:

Expressed a view that SCC were unresponsive to local issues raised.

Queried if Hetton School operated a school council with which HTC could engage.

Cllr K Rowham:

Queried the role of the Coalfields Area Committee in acting as a link between Hetton Town Council (HTC) and Sunderland City Council (SCC).

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Signed:

Date:

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### **6) Reports from Members cont ...**

Cllrs J Green / J Defty:

Queried what dialogue had taken place between SCC and Durham County Council (DCC) for the continuation into Co. Durham of the upgraded cycle path between Hetton and Murton Road.

Cllr R Elvin:

Seeks the definitive position on ownership of, and responsibility for the Victorian style lighting columns in Hetton Mini Park.

Cllr D Geddis:

Supported Cllrs Elvin's query and added that Balfour Beatty (PFI contractor) had previously carried out ad hoc remedial work but had advised that the lights were in very poor overall condition.

Cllr S Waterston:

Queried the reason for the suggested change of venue for PACT meetings. Cllr J Cunningham advised of his understanding that this had been due to concerns expressed by SCC officers of the suitability of licensed premises. Definitive reason to be requested of SCC.

Cllr D Geddis:

Reported that progress was now being made by Taylor Wimpey re play area at Easington Lane with work expected to commence in April 2020.

Cllr R Elvin:

Expressed concerns at the protracted timescale for use of S106 monies and lack of response from SCC.

Town Council resolved that TC raise the above issues with SCC and other bodies, and that he write to Chairman of Coalfields Area Committee re Cllr Rowham's query.

### **7) Update from Town Clerk**

TC reported that he was awaiting responses from SCC to the MoP and Member issues raised at September meeting. The delay was due to the lateness on the part of TC in sending details to SCC.

TC advised that Gentoo had responded to queries re East Rainton play park. The climbing frame had been replaced and painted and delivery of for the "rocking duck was awaited. All Gentoo play parks would be re-painted in 2020.

TC attended social media training (organised by Sunderland Culture) on 25 September. Whilst this had been most informative, it had not delivered TC's learning objective due to mixed ability of the session participants. Sunderland Culture had instead kindly offered to provide 1:1 training (FoC).

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### 7) Update from Town Clerk cont ...

TC updated Members on the position with "Postage by Phone" who had taken 3 x £50.00 Direct Debit payments without prior notification. The company had explained these had been automatically triggered to meet an historically agreed minimum account balance. TC had subsequently renegotiated the minimum balance figure and a refund would be made in due course.

TC advised Members that 2 x framed aerial pictures of Hetton had been donated to Hetton Home Care for their charity event raffle, and a further photo had been sold. Some other pics remained available for sale.

Town Council resolved to note the update of the Town Clerk and confirm his further attendance at social media training.

### 8) Photocopier lease arrangements

TC reported that he had again been unable to obtain information from his contact at Konica Minolta necessary to complete his proposals on this topic.

TC added that he had been approached by another copier supplier who were interested in providing equipment and who had indicated they would be prepared to meet the cost of any early termination of the lease agreement with the current supplier.

Town Council resolved that TC enter dialogue with the potential alternative supplier and defer this agenda item to a future meeting.

### 9) Franking machine lease

TC introduced the previously circulated report ,explained the options available and cost implications.

After discussion, Town Council resolved not to enter into a maintenance contract with Northern Services, but to continue use of the DM 60 and obtain a repair quotation in the event of any future breakdown.

### 10) Financial report

Town Council resolved to approve the financial report and expenditure outlined below:

**Income:**

Sunderland City Council (Second instalment - Precept and LCTSG) £33295.00

**Staffing expenditure:**

Town Clerk net salary (Oct 19) £1019.71

HMRC (Combined employer/employee liabilities) £452.98

NEST Pension (Combined employer/employee contributions) DD £63.73

**Sub-total: £1536.42**

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### 10) Financial report cont ...

#### Other expenditure:

Town Clerk expenditure (Wilko - 2 x packs A4 paper)	£5.00
T & A Dixon Accountancy Services (Provision of payroll services April - Oct 2019)	£60.00
EE (invoice 4 Oct 19)	DD £31.57
Pitney Bowes (Postage by Phone)	DD £30.00
Mazars (Fee for external audit for 18-19)	£360.00
<b>Sub-total:</b>	<b>£486.57</b>
	<b>Total: £2022.99</b>

Barclays Current account balance @ 18 Oct 19	£44654.54
Anticipated current account balance if all paid:	<b>£42631.55</b>
Barclays Reserve account balance:	£28365.61

#### Town Mayor fund:

##### Income:

Sale of framed aerial photo x 1	£10.00
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##### Expenditure:

Caroline Taxis (payee S Hopps):	
Hetton to Houghton and return - 5 Sept 19	£14.00
Hetton to Seaham and return - 23 Sept 19	£24.00
<b>Total:</b>	<b>£38.00</b>

Co-op Bank balance @ 18 Oct 19:	<b>£1501.00</b>
Anticipated current account balance if paid:	<b>£1463.00</b>

### 11) Planning applications

Cllrs D Turner and M Thornton declared an interest and left the meeting for the duration of this agenda item.

Town Council considered the following planning applications and resolved to take action as indicated below:

19/01185/FUL Land East Of Station Road, Station Avenue, Hetton le Hole:  
Retrospective application for change of use from existing open land to storage of caravans (B8), installation of a 'Box Body' and erection of 2.4 metre high palisade fencing (part retrospective).

Comments previously submitted.

19/01552/FUL 28 Lambton Drive Hetton le Hole, DH5 0EW: Single storey extension to rear.  
TC to seek an extension of time.

Cllrs D Turner and M Thornton rejoined the meeting.

### 12) Annual Governance and Accountability Return 18-19

TC referred Members to the previously circulated documentation and highlighted the comments of the External Auditor.

Town Council resolved to:

Approve the audited Annual Governance and Accountability Return 2018-2019.

Note the contents and recommendations contained in the report of the External Auditor and request Town Clerk to take steps to implement the necessary actions.

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### **13) Town Mayor issues**

Cllr K Pearson verbally reported that she had attended the following engagements in her capacity as Town Mayor, accompanied by the Mayoress:

Laurels Nursing Home - black-tie event to celebrate the awarding, for the second year of a good result from National Quality Awards.

Hetton Methodist Church to the 7.30 group on my year as Mayor.

Seaham Town Council charity event - afternoon tea and raffle.

Houghton Feast opening ceremony

Houghton Feast church service.

Town Council resolved to note the report of the Town Mayor.

### **14) County Durham Community Foundation**

TC reported that following dialogue with CDCF, it transpired that HTC is not represented nor should it have been nominating a Member each year in any belief that it reflected a position of formal representation.

It would therefore be unnecessary in future years to make a nomination at the Annual Meeting of Town Council.

Town Council resolved to note the position.

### **15) Community Grant Award Scheme**

TC introduced the previously circulated report.

After full discussion, Town Council resolved to extend the time periods for Community Grant Award applications to January 2020;

review the position again after that date;

and,

revisit the policy document at a future meeting of the Finance and Resources Committee .

### **16) Showmen's Guild Annual Luncheon - 13 November 19**

TC reported that he had received 4 x invitations to the above event.

He explained he was unable to attend following receipt of advice from the Co. Durham Association of Local Councils and established practice that officers should not accept hospitality of this nature.

TC sought the views of Town Council on who should attend. Town Council resolved that invitations be allocated to the Town Mayor and her Mayoress, Deputy Town Mayor plus guest.

TC would inform the Showmen's Guild accordingly.

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### **17) Request from Hetton Lyons Cricket Club**

TC referred to the previously circulated correspondence received from the Secretary of the Club requesting a letter of endorsement to support grant funding applications.

Following discussion, Town Council resolved that TC draft an appropriate letter which would be available on request only from funding providers.

TC advise HLCC accordingly.

### **18) General correspondence**

Town Council resolved to receive correspondence and take action as detailed below:

Letter re alleged behaviour of a Member (TC signposted sender to SCC) **Noted**

New Dawn: Acknowledgement and thanks for Community Grant Award. **Noted**

Youngs RPS:

re 19/00942/FUL - 1 White Hill Road, Easington Lane. **Decision made not to circulate**

Co. Durham Association of Local Councils:

Chairmanship training - 22 October 19 in Peterlee @ £27.00 / attendee. **Cllr Rowham to attend**

Website accesibility guidelines - further information. **Noted**

ATM provision in rural areas - funding application. **Circulate to Members**

Planning training - 26 November 19 in Durham @£27.00 / attendee. **TC and Cllr Rowham to attend**

VE Day 75 - 8 May 2019. **Remit to Events & Special Activities Committee**

NHS Roadshows **Circulate to Members**

Dave Rayner: Textile recycling sites. **Circulate to Members for suggestions**

Hetton Town Trust: Meeting room arrangements at the Hetton Centre. **Noted**

Rialtas Business Solutions: Revised charges wef April 2020. **TC to reflect in 20-21 budget**

Power for People: Support for "Local Electricity Bill" **Remit to Mangt & Policy Cmtee**

Sunderland City Council:

Request to attend future HTC meeting re Edward Street, Fairy Street and Caroline Street Study. **Agree to invite**

### **19) Date and time of next meeting**

Town Council resolved that the next meeting would be held at 19.15 hrs on Monday 18 November 2019 at The Hetton Centre.

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Signed:

Date: