MINUTES OF THE MEETING OF

SOUTH HETTON PARISH COUNCIL

HELD ON TUESDAY 19 APRIL 2022

Present: Councillors G Rodgers (Chair), C Charters, R Stephenson, J Shand, L Wass, D Rodgers and L Haswell

Also Present: County Councillor Cochrane

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors P Casson, S Mason and County Councillor Hood

2. **OPEN FORUM**

Members of the public raised concerns over the off road vehicles that were on the open area near Ravensworth Court. This is had been an ongoing issue for a number a years and they felt that nothing was being done to alleviate the disturbance and distress they were experiencing on a regular basis.

The Chair advised that a meeting had been held with the Police, community safety team at DCC, clean and green team at DCC, target hardening team at DCC and a scheme had been devised to boulder and install anti motor cycle barriers and a boom gate on the end of the footpaths at a cost of £26k. The land was owned by DCC and the parish council had been applying for funding to fund the project. County Councillors had committed some of their budget to the scheme but the shortfall needed to be found before the scheme could go ahead.

RESOLVED that the information given be noted.

3. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

There were no declarations of interest.

4. **POLICE REPORT**

Consideration was given to the police report, which had previously been circulated to Members. There had been ASB – 2, Burglary – 1, Criminal Damage – 1, Vehicle – 3, Theft and handling - 1.

Section 59 notices had been put up in the village. They acted as a warning meaning anyone found driving illegally would have their vehicle seized. This had proved effective in other areas of the county.

RESOLVED that the information given be noted.

5. **MINUTES OF THE MEETING HELD ON 22 MARCH 2022**, a copy of which had been circulated to each Member were approved and signed by the Chair.

6. **MATTERS ARISING**

There were no matters arising.

7. **PLANNING MATTERS**

a) **Planning Applications**

DM/22/00756/HPN - Prior notification for the erection of a single storey extension projecting from the rear of the original dwellinghouse by 3.5m, with an eaves height of 2.25m and maximum overall height of 3.23m at 7 Phalp Street, South Hetton

RESOLVED that no objection be made.

DM/22/00763/FPA - Erection of 5 detached dwellings, The Old Vicarage, South

RESOLVED that no objection be made.

b) **Planning Approvals** - None

8. **CORRESPONDENCE**

There was no correspondence to report.

9. **FINANCIAL POSITION – BANK RECONCILIATION**

The Clerk submitted a report setting out the bank reconciliation for March 2022.

RESOLVED that the report be agreed and the information given be noted.

10. **BUDGET 2021/22**

The Clerk submitted a report setting out details of income and expenditure for 2021-22.

RESOLVED that the report be received and the information given be noted.

11. **ACCOUNTS**

RESOLVED that the following invoices for payment by the Clerk be endorsed.

DATE	PAYEE	DESCRIPTION	CHEQUE NO/DD/T/BACS	AMOUNT
14.3.22	EE ltd	mobile phone	T	£12.00
15.3.22	DCC – BACS	Salaries	T	£3,880.88
18.3.22	DCC – BACS	Salary Deductions	T	£1,537.93
21.3.22	Wave	Utilities	T	£40.39
21.3.22	Wave	Utilities	T	£145.78
21.3.22	British Gas	Utilities	T	£114.21
21.3.22	DCC	Play area inspections	T	£1,406.16
21.3.22	DCC	light repairs	T	£192.25
21.3.22	Premier Waste	recycling	T	£275.77
23.2.22	D Golden	materials	T	£30.98
5.4.22	Bank Fees	Commission	BACS	£30.00

9.4.22	Trade UK	Materials for Welfare	T	£180.47
9.4.22	P Hutchinson & Sons	Green waste/woodchip	T	£162.00
9.4.22	E.on	Utilities	T	£170.47
9.4.22	Gillian Rodgers	Paint	T	£24.98
9.4.22	Gillian Rodgers	Removal of rubbish	T	£60.00
9.4.22	David Golden	Fuel/eye wash	T	£23.47
9.4.22	Joanne Collins	Expenses	T	£321.91

12. **ANNUAL INTERNAL AUDIT REPORT 2021/22**

Consideration was given to the report of the Internal Auditor which examined the system of internal controls that were in place to ensure that the Parish Council may obtain an adequate level of assurances for its activities, a copy of which had been circulated.

The report gave details of the annual review of the internal control arrangements within the Council. Members were advised that all Local Councils in England were expected to complete an Annual Return which summarised their annual activities at the completion of each financial year. It was Members responsibility to ensure that financial management was adequate and effective and the Council had a sound system of internal controls.

A section within the Annual Return had been completed by the Parish Council's independent internal auditor and in his view the system of internal controls were adequate for the purpose intended and had been operated effectively.

The Report recommended that the key controls within the Parish Council were working satisfactory with only minor recommendations made which would improve the internal controls of the Council. He had recommended that the Council opened another bank account to transfer excess monies so that all Council monies were protected by the Financial Services Protection Scheme.

RESOLVED that the Internal Audit Report 2021/2022 be accepted and note the recommendations, however this was felt unnecessary to open a further bank account.

13. **ANNUAL GOVERNANCE STATEMENT 2021/2022**

RESOLVED that the annual governance statement be approved and the following confirmed:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems.

7. We took appropriate action on all matters raised in reports from internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate, included them in the accounting statements.

14. **ACCOUNTING STATEMENTS 2021/22**

Consideration was given to the Statement of Accounts and asset register for the Year Ended 31 March 2022, a copy of which had been circulated.

RESOLVED that the Statement of Accounts and asset register be approved.

15. **WELFARE MATTERS**

Councillors reported that the dog bag dispensers had been empty for a number of days but were now full. The Clerk advised 50 bags per day were put into each dispenser. Some days these were empty early in the day.

Councillors raised a number of priorities they wished the groundsman to address over coming months.

RESOLVED that the groundsmen be asked to address the priorities.

16. **REPORTS**

a) **Durham County Council**

Councillor Cochrane explained there had been a horse fair with a food van on the industrial estate, however there had been no issues.

b) **EAAP**

The meeting had been cancelled.

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17. **DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 17 May 2022

18. **EXCLUSION OF THE PRESS AND PUBLIC**

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act.

19. **GRIEVANCE**

Councillor Stephenson provided an updated on progress.

RESOLVED that the information given be noted.