

**MINUTES OF THE MEETING OF  
SOUTH HETTON PARISH COUNCIL  
HELD ON TUESDAY 15 APRIL 2025**

**Present:** Councillors G Rodgers, D Rodgers, C Charters, S Mason, L Wass, L Haswell

**Also Present:** 9 residents

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of P Casson.

**2. OPEN FORUM**

The Chair welcomed a number of residents to the meeting. A young person in the community had been very brave and helped another resident when her dog was subjected to a vicious attack and sadly lost its life. The Chair explained that he was a beacon for the village and the parish council were very proud of his actions. The parish council presented the young person with a gift to express their thanks.

**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 33 calls, ASB – 1, Personal – 0, Nuisance/Environmental – 1, Burglary – 0, Criminal Damage – 1, Vehicle – 0, Theft and handling - 0.

The next cuppa with a copper will be held on Tuesday 13 May 2025 at East Durham Garden Centre between 10am and 11am.

The next face to face PACT meeting will be held on Thursday 22 May 2025 at The Robin Todd Centre between 6pm and 7pm.

Keep in the Know is a messenger platform used by the Police to pass out local messages via email on local topics.

Concern was expressed that there were a number of incidents missing from the report. There had been the attack on the dog, another dog had ran towards a resident and scratched a child's arm and there had been reports of youths on top of the old Station Hotel. All of which had been reported to the police.

Residents explained that the response from the police to the dog that sadly lost its life had not been sufficient. The family had attended the police station to provide a statement and the police had advised they were too busy.

Following discussion, it was **RESOLVED** that

- (i) the police be contacted to enquire why the incidents were missing from the reports

- (ii) raise concerns about the lack of action taken with the owners of the dogs involved in the incidents
- (iii) raise concerns with the Police and Crime Commissioner

5. **MINUTES OF THE MEETING HELD ON 18 MARCH 2025** 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/25/00838/TPO Fell 20 no. Ash trees due to dieback (TPO ED-1-2001) and re-plant variety of Wild Cherry, Hazel, Elm, Lime, Holly, Yew and Juniper At Land To The South East Of 9A Plantation Walk, South Hetton

It was reported that the trees had grown without being managed and now blocked the light of a number of adjacent houses.

**RESOLVED** that no objection be made.

b) **Planning Approvals**

DM/25/00229/FPA Replace existing conservatory with single-storey rear extension at 10 Maythorne Drive, South Hetton

DM/25/00291/NMA Non-material amendment to condition 2 (approved plans) pursuant to DM/20/02681/FPA (as amended by DM/23/02389/NMA and DM/23/03184/NMA) comprising amendments to boundary treatment to plots 1-13, 53-55 and 77-80 at Land North Of Windsor Drive South Hetton DH6 2UU

The wall at Charters Crescent had been reduced but not on all sides. An enquiry had been submitted to the enforcement team.

8. **CORRESPONDENCE**

There was no correspondence.

9. **FINANCIAL POSITION – BANK RECONCILIATION**

The Clerk submitted a report setting out the bank reconciliation as at March 2025.

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

10. **BUDGET 2024/25**

The Clerk submitted a report setting out details of income and expenditure for 2024-25.

**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	CHEQUE NO/DD/T/ BACS	AMOUNT	DESCRIPTION
10/03/2025	Co-operative Bank	BACS	6.98	Bank Fees
12/03/2025	EE Ltd	DD	27.60	Mobile Phone
14/03/2025	Groundsman1	BACS	1,729.42	Salary - March
14/03/2025	Clerk	BACS	800.75	Salary - March
14/03/2025	Groundsman2	BACS	1,729.42	Salary - March
18/03/2025	E.on Next	DD	267.32	Electricity
18/03/2025	British Gas	DD	311.45	Gas - February
19/03/2025	Groundsman1	BACS	1,007.73	Salary Deductions - February
19/03/2025	Clerk	BACS	233.73	Salary Deductions - February
19/03/2025	Groundsman2	BACS	1,007.73	Salary Deductions - February
19/03/2025	Aitken's Sportsturf Ltd	TRANSFER	672.42	Nutri smart
19/03/2025	JRB Enterprise Ltd	TRANSFER	1,178.04	Dog Bags
19/03/2025	Cutting Edge Reel Services Ltd	TRANSFER	301.83	Machine Repairs
19/03/2025	Aitken's Sportsturf Ltd	TRANSFER	177.60	Liquid Seaweed
28/03/2025	Aitken's Sportsturf Ltd	TRANSFER	790.80	Nutri Smart Feed
28/03/2025	Premier Waste Recycling Ltd	TRANSFER	274.81	Waste disposal
28/03/2025	Co-operative Bank	DD	373.71	Trees/hose/cleaning supplies
04/04/2025	Co-operative Bank	BACS	30.00	Bank Fees
06/04/2025	Rialtas Business Solutions Ltd	TRANSFER	243.60	Support and Maintenance
06/04/2025	South Hetton Community Ass	TRANSFER	3,099.95	Management Fee
06/04/2025	Premier Waste Recycling Ltd	TRANSFER	25.54	Commercial Waste
06/04/2025	Co Durham Ass Local Councils	TRANSFER	493.64	Subscription
06/04/2025	Rialtas Business Solutions Ltd	TRANSFER	1,046.40	Year End Close Down
07/04/2025	The Right Fuel Card Co Ltd	DD	70.57	Fuel
08/04/2025	Clerk	TRANSFER	186.43	Expenses - April

## 12. ANNUAL INTERNAL AUDIT REPORT 2024/25

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.

**RESOLVED** that the Internal Audit Report 2024/2025 be accepted.

13. **ANNUAL GOVERNANCE STATEMENT 2024/25**

**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 2024/25**

Consideration was given to the Statement of Accounts and asset register for the Year Ended 31 March 2025, a copy of which had been circulated.

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

15. **WELFARE MATTERS**

**Playzone** – the funding stream from the Awards for All had been unsuccessful. Further funding streams were being sought and applied for.

**RESOLVED** that the information given be noted.

16. **REPORTS**  
a) **Durham County Council**  
There was no report

17. **DATE OF NEXT MEETING**  
The next meeting will be held on 20 May 2025 at 7pm