MINUTES OF THE MEETING OF

SOUTH HETTON PARISH COUNCIL

HELD ON TUESDAY 21 APRIL 2026

Present: Councillors G Rodgers (Chair), D Rodgers, S Mason, R Stephenson, P Casson and S Elliott

Also Present: County Councillor Griffiths

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors L Wass, L Haswell and C Charters.

2. **OPEN FORUM**

There was no public present.

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

There were none.

4. **POLICE REPORT**

Consideration was given to the police report, which had previously been circulated to Members. The calls related to ASB – 4, Personal – 0, Nuisance/Environmental – 4, Burglary – 1, Criminal Damage – 1, Vehicle – 3, Theft and handling - 0.

The next cuppa with a copper will be held on Tuesday 12 May 2026 at East Durham Garden Centre between 1pm and 2pm.

The next face to face PACT meeting will be held on Thursday 21 May 2026 at the Robin Todd Centre between 4pm and 5pm.

March 2026 Mobile Safety Camera Enforcement results –

A182 Logan Terrace, 45 drivers triggered the Safety Cameras

0 drivers fell within our Process Level (Court Action)
5 drivers fell within our Conditional Offer Level (fine and points)
40 drivers fell within our Speed Awareness Course level.

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

RESOLVED that the information given be noted.

5. **MINUTES OF THE MEETING HELD ON 17 MARCH 2026** a copy of which had been circulated to each Member were approved and signed by the Chair.

6. **MATTERS ARISING**
Litter picking – risk assessments were being sent every week and the group was going well.

7. **PLANNING MATTERS**

a) Planning Applications - None

b) Planning Approvals - None

8. **CORRESPONDENCE** - None

9. **FINANCIAL POSITION – BANK RECONCILIATION**
The Clerk submitted a report setting out the bank reconciliation as at March 2026.

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

10. **BUDGET 2025/26**

The Clerk submitted a report setting out details of income and expenditure for 2025-26.

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
09/03/2026	Co-operative Bank	BACS	6.98	Bank Fees
09/03/2026	No 36 Squadron, Hetton le Hole	TRANSFER	100.00	Donation
09/03/2026	East Durham Action Group	TRANSFER	100.00	Donation
12/03/2026	EE Ltd	DD	29.36	Mobile Phone
13/03/2026	Groundsman1	BACS	1,775.66	Salary - March
13/03/2026	Clerk	BACS	845.56	Salary - March
13/03/2026	Groundsman2	BACS	751.21	Salary - March
17/03/2026	E.on Next	DD	277.08	Electricity - February
19/03/2026	Groundsman1	BACS	1,121.33	Salary Deductions - February
19/03/2026	Clerk	BACS	308.58	Salary Deductions - February
19/03/2026	Groundsman2	BACS	-230.12	Overpaid to HMRC
23/03/2026	East Durham College	TRANSFER	50.00	PA1 resit
25/03/2026	Anglian Water Business	DD	60.66	Water
26/03/2026	Mrs M Adamson	TRANSFER	533.72	Cricket Club loft hatch work
26/03/2026	Premier Waste Recycling Ltd	TRANSFER	267.86	Commercial Waste
27/03/2026	Co-operative Bank	DD	273.93	Battery/Repairs/Fuel
01/04/2026	Clerk	TRANSFER	226.66	Expenses - April
02/04/2026	Co-operative Bank	BACS	30.00	Bank Fees
08/04/2026	The Right Fuel Card Co Ltd	DD	33.59	Fuel Charges
09/04/2026	Co-operative Bank	BACS	6.98	Bank Fees

12/04/2026	South Hetton Community Ass	TRANSFER	3,199.25	Management Fee
12/04/2026	Co Durham Ass Local Councils	TRANSFER	506.34	Subscription
12/04/2026	Rialtas Business Solutions Ltd	TRANSFER	252.00	Maintenance agreement/support
12/04/2026	Madhouse Media Ltd	TRANSFER	66.24	Microsoft annual fee
12/04/2026	Trade UK	TRANSFER	434.09	Clothing/equipment
12/04/2026	Premier Waste Recycling Ltd	TRANSFER	172.09	Waste disposal

12. ANNUAL INTERNAL AUDIT REPORT 2025/26

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 2025/2026 be accepted.

13. ANNUAL GOVERNANCE STATEMENT 2025/26

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 have assured 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.

9. Trust Funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund assets, including financial reporting and, if required, independent examination or audit.

10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

14. **ACCOUNTING STATEMENTS 2025/26**

Consideration was given to the Statement of Accounts and asset register for the Year Ended 31 March 2026, a copy of which had been circulated.

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

15. **WELFARE MATTERS**

The Hayter required a new tank at an approximate cost of £400 plus VAT. This machinery would need replacing in the near future. The Cricket Club were eligible to apply for funding from SEG1 and would be approached to apply for funding for a new machine as it is used to cut the cricket pitch.

Councillor Stephenson was thanked for the work she had completed on COSHH.

The boundary café artwork had been completed on the outside. The council had agreed in principle to assist with funding. Councillor Griffiths explained that she would assist with funding.

RESOLVED that £1000 be agreed for the boundary café.

16. **REPORTS**

a) **Durham County Council**

Councillor Griffiths explained she was making progress with the Police and trying to get the wardens to agree to a walkabout.

The funding for the Playzone had also been agreed from the Member budget.

17. **DATE OF NEXT MEETING**

The next meeting will be held on 21 May 2026 at 7pm