

**Minutes for the Monthly Parish Meeting of Croxdale and Hett Parish Council**  
**Wednesday 23 January 2019, 7.00 pm**  
**Hett Village Hall**

**Parish Council Members Present:**

Councillor L Griffiths (Chair), Councillor R Burton, Councillor J Garner, Councillor P Kerrison, Councillor M Ord, Councillor K Summerson, Councillor I Watt and Councillor W Watt.

**Also Present:**

County Councillors J Blakey, M McKeon and S Dunn.

**95/18. Apologies for Absence:**

Apologies of absence was received from Councillor A Watt.

**96/18. Declarations of Interest:**

Members congratulated Councillor Summerson following his recent award of British Empire Medal (BEM) in the New Years Honours list.

Councillors Garner, Ord and Summerson declared an interest in item 09 (Fees & Charges review in relation to Allotments & Garages). However, their dispensation previously granted authorised Members to speak and vote in connection with the Council's allotments and garages.

**97/18. Policing:**

The next PACT Meeting is to take place on Wednesday 13 February 2019, 7pm, Croxdale Community Centre.

Councillor Ord reported following a recent AAP meeting, there would be suggested drop-ins of Police presence with further information is to follow.

**Resolved: For Members' Information.**

**98/18. Public Participation**

Linda Burton was in attendance.

**99/18. Minutes**

The Minutes of the meeting held on the 19 December 2018 was amended accordingly in relation to reference to the Football Field at Croxdale, (as opposed to the Cricket Field); thereafter they were signed by the Chairman.

**100/18. Matters Arising**

**i. Fencing at Hett Lane:**

County Councillor McKeon confirmed a meeting is to take place in the next few days with DCC to look at appropriate signage.

**Resolved: For Members' information.**

**ii. Allotments:**

Discussion was held on the external boundary fencing at the allotment at the Poultry Centre. Initial repair works had been carried out to the tin sheeting but was not satisfactory. Clerk to write further to the allotment holder.

Clerk advised Members the allotment at the Poultry Centre has been issued to a new tenant and a further allotment has also become available at Front Street East and has been offered to the next person on the waiting list.

**Resolved: Clerk to write further to the allotment holder accordingly.**

**iii. Youth Provision:**

Clerk confirmed the application for funding of £3,000 has been submitted to the AAP and are currently awaiting the outcome. It was noted, the Parish Council's contribution is £500.00. Members thanked County Councillors Dunn and McKeon for their contribution of Neighbourhood Budget monies in relation to youth provision.

A meeting took place on 9 January 2019 with the Clerk, Councillors Burton, Ord and County Councillor McKeon with representatives from DCC. The Clerk provided the following update:

- Clarification was received on the age range – 10-15 years old.
- Aiming for start date of Thursday 28 February, 6-8pm, following half-term.
- Insurance – Clerk to liaise with Parish Council's insurers and Spennymoor Youth Community Association in relation to insurance.
- Leaflet drop to be carried out within the Parish. The cost of this would be approximately £285 (to include artwork etc). This expenditure was agreed to be covered by the Parish Council.

**Resolved: For Members' Information.**

**iv. Re-location of Memorial Bench:**

Clerk has contacted RT Fabrications for a quotation in the first instance with regard to the re-location of 2 memorial benches at Croxdale, however due to holidays and workload, a quotation has yet been received.

**Resolved: For Members' Information.**

**v. Hett War Memorial:**

Clerk has requested full list of WW1 names from DCC for inclusion at Hett War Memorial. No response has been received as of yet.

**Resolved: For Members' Information.**

**vi. Community Speed Watch:**

Clerk confirmed the above poster is now in circulation – no volunteers has been received to date. Initial training will take place on Sunday 27 January 2019, 3pm at Sherburn Road Police Office.

**Resolved: For Members' Information.**

**vii. Croxdale Beck:**

Clerk confirmed DCC has now closed the case reference number regarding the above and confirmed it had been passed to a third party.

**Resolved: For Members' Information.** County Councillor McKeon agreed to follow this up on the Parish Council's behalf.

**viii. Litter Bin in Football Field:**

County Councillor McKeon confirmed this has been reported to the Clean & Green Team at DCC.

**Resolved: For Members' Information.**

**ix. Cemetery Gates:**

Councillor I Watt confirmed the broken bench has now been untied at Croxdale Cemetery. In relation to the cemetery gates, Clerk is to seek quotations from 3 companies/contractors, one of which is RT Fabrications.

**Resolved: For Members' Information.**

**101/18. Parish Clerk Update / Correspondence:**

**i. Request for First Aid Training:**

Clerk informed Members of a request received from a member of the public to assist with arranging a first aid training course to be delivered to residents at Croxdale Community Centre. The training would also cover the use of defibrillators. It was noted there is no cost involvement for the Parish Council.

**Resolved: Members' agreed the Parish Council would help with this request. Clerk to contact the resident accordingly.**

**ii. Croxdale Cemetery:**

Clerk informed Members of a request received to purchase a grave within Croxdale Cemetery who now resides out of the area. As the lady concerned now lives out of the area to enable her family to care for her, the fee for the exclusive right of burial would not be doubled.

**Resolved: Clerk to confirm applicant accordingly.**

**102/18. Dignity at Work: Bullying and Harassment Policy**

The Clerk prepared a new policy for adoption in relation to dignity at work – bullying and harassment policy. Parish Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974.

The policy reflects the spirit in which the Parish Council intends to undertake all of its business and outlines the specific procedures available to employees in order to protect them from bullying and harassment.

**Resolved: Members' agreed the new Policy for implementation with immediate effect.**

## **103/18. Financial Matters:**

### **(i) Financial Report for the Period 1 April – 31 December 2018:**

A financial update prepared by the Clerk was circulated to Members which included a detailed schedule of receipts and payments for the financial year to date and bank reconciliation to 31 December 2018. The current net bank balances totalled £9,874.57.

The following cheque payments were approved:

Cheque Number – 400401 – SB Tree Services - £180.00

**Resolved: For Members' Information.**

### **iii. Fees & Charges Review – Cemetery:**

The Clerk had provided a current schedule of fees and charges for Croxdale and Hett cemeteries along with charges for Cassop cum Quarrington and Belmont Parish Councils for comparison. Following discussion, it was agreed to keep the burial charges as they are for 2019/20.

However, it was agreed for the following new charges to be introduced for 2019/20:

Cemetery Searches (Parish Office)	£20.00
Transfer of Ownership (Deed)	£30.00
Copy of Deed	£20.00
Headstone (Administration)	£20.00

**Resolved: The Cemetery fees and charges be noted, subject to an annual review.**

### **iv. Fees & Charges Review – Allotment and Garages:**

The fees and charges for Croxdale and Hett allotment and garages were reviewed for implementation from 2020 in order to give a year's notice to allotment holders. Following discussion, it was agreed to increase the charges by £1.00 with effect from 2020/21.

With regard to garages, it was agreed to increase the rental from £30.00 to £35.00 for a single garage and £60.00 to £70.00 for a double plot. This increase would also apply to the land at Hett that is currently rented out from £10.00 to £20.00.

**Resolved: Clerk to note revised charges for 2020/21 accordingly and to write to all allotment holders in due course.**

### **v. Fees & Charges Review – Croxdale Inn Car Park Rent:**

The car park rental income was reviewed in line with the Parish Council's fees and charges review and was agreed to apply the same percentage increase (as per the allotment charges), which would increase the annual fee from £750.00 to £810.00.

**Resolved: The Croxdale Inn car park rent be noted, subject to an annual review. Clerk to write to the owner of the Croxdale Inn notifying 2019/20 charges accordingly.**

**(ii) Precept Setting 2019/20**

The Clerk prepared a number of proposals of Parish Precept recommendations for 2019/20 budget for Members' consideration. It was noted, regarding the Parish Council's Tax Base, has increased from 298.8 to 299.8 for 2019/20 due to there being more taxpayers in the Parish. The Parish Council has also been notified that DCC is to also continue to provide the Local Council Tax Reduction Scheme (LCTRS) grant funding in 2019/20 of £659.00 compared to £697.00 in 2018/19.

Following much consideration and discussion, it was agreed to increase the Parish Council precept from £11,500 (2018/19) to £13,500 (16.99% increase), resulting in a Band D charge of £45.03 (compared to £38.48 in 2018/19). The proposed increase is to ensure there are sufficient funds in 2019/20 on reflection of careful forward planning for budget pressures and use of reserves that the Parish Council has identified.

**Resolved: Clerk to complete and return precept proforma to DCC accordingly.**

**104/18. Planning Issues:**

No specific planning matters was discussed.

**Resolved: For Members' Information.**

**105/18. County Councillor Reports**

County Councillor Dunn gave an update in relation to: meeting held with Planning Department with regard to Hett's new village hall, with an initial opening date of September 2020. Integra 61 works, and traffic of 50MPH. Adoption of new homeless strategy with average of 2,000 referrals per year. Reduction in public health funding leaving a vast impact on works in relation to smoking cessation / drug re-habitation.

County Councillor Blakey gave an update in relation to: the removal of temporary traffic lights at Tursdale and fly-tipping. Councillor I Watt reported the monthly litter picks at Hett have stopped in the last few months, Clerk to contact DCC accordingly.

**Resolved: For Members' Information. Clerk to contact DCC accordingly regarding the litter pick.**

**106/18. AOB:**

**Croxdale Inn:**

Councillor Burton reported the disposal of food at the rear of the Croxdale Inn, attracting rats and vermin. County Councillor McKeon agreed to report to Environmental Health in the first instance.

**Resolved: County Councillor McKeon to action.**

**107/18. Date and Time of Next Meeting:**

It was agreed that the next meeting would be held on Wednesday 27 February 2019 at 7.00 pm, Croxdale Community Centre.