

Minutes from Meeting held on Monday, 29th April 2024
Headland Parish Council

Members Present: Samantha Lee (Chair), Shane Moore (Vice Chair), Michael Jorgeson, Patricia Andrews, Andrew Hay, Amanda Smith, Ann Turner, Julian Wenman, Martyn Wright, Tony Jackson, Scott Gaiety, Alex Muller-Nicholson, Michelle Ellett.

Clerk: Michelle Ellett

1. **Apologies:** Howard White.
2. **Declaration of interest:** Julian Wenman – Tees on Trees Project.
3. **Minutes:** The minutes from Monday, 25th March 2024 were accepted as a true record.
4. **Matters Arising:**
 - 4.1 **Update regarding Councillor vacancies and welcome new members (SL)** – The Chair noted that at the last meeting, SG and TJ were appointed to the 2 vacancies. Following the meeting, Anne Marie Waters resigned so Alex Muller-Nicholson was also appointed. Alex joined members and all 3 were welcomed to the Parish Council. The Chair said was nice to have so many people who care about the Headland and we will work together to support the community.
 - 4.2 **Sponsoring of new bins (MW)** – MW said he had not many any progress with this. The Chair said if any company/organisation want to put money into sponsoring the new bins, then let MW know.
 - 4.3 **Update on Headland Spring Tidy Up (SL)** – The Chair wanted to thank numerous people in relation to the Headland Spring Tidy Up; Poolie Time Exchange for the loan of a van, Hartlepool Big Tidy for supplying the bags and litter pickers, Garry Jones and HBC for arranging the road sweepers to come out before the litter pick and Scot Brothers who supplied the skip. The Chair started at the entrance to the Headland and made their way into the community, with the beaches and Croft Gardens done on the Saturday. More areas were covered on the Sunday. Overall lots of rubbish was collected and the community appreciated it. Thanks to everyone who took part and it is hoped that we can do some more and keep the place cleaner.
 - 4.4 **Conservation Management Report (SM)** – The Chair gave an update that HBC held a drop-in session on Monday, 15th April for residents to ask questions about the draft Conservation Plan. 24 surveys had been filled in and it was hoped a few more would be done. The Chair welcomed Sarah Scarr, HBC Head of Service (Heritage and Open Spaces) to the meeting to give an update on how the consultation had been going.

Sarah gave some background as to how the document came about following funding received from Historic England. Sarah said 667 individuals had visited the website, 434 had downloaded the documents but only 24 surveys had been completed. The Chair had paper copies and urged people to complete the survey. A member of the public said a door was £6,000 and a bay window was £30,000 to replace and asked if modern materials could be used but Sarah said modern materials did not currently fit in with the framework. Councillors urged the Council to consider the financial element and the need to consider people's

circumstances which was having a detrimental effect on people's wellbeing but Sarah said the financial element was something they could not take into consideration.

A lengthy discussion ensued with Sarah answering Councillors' and residents' questions.

The Chair said as a Parish Council, they sincerely hoped that residents' views were taken into consideration when making the final recommendations and guidelines and stated the following:

1. We support the use of modern materials when used in a sympathetic way that enhances character.
2. We support the positive steps to improve public spaces, shopping parades and encouraging more visitors onto the Headland.

The survey closes on 30th April and Sarah assured everyone present at the meeting that she would accept paper copies, 7 days after the online closure to allow for post so people were urged to complete the survey.

Sarah was thanked for attending the meeting and urged the Council to consider the economic and mental health impact the demands of the plan will place on residents and businesses.

5. Finance Report

Reports for 2023-24 and 2024-25 were circulated.

In respect of the 2023-24 report, 3 invoices were outstanding as follows:

- Accountant fees for setting up the payroll
- Supply/installation of the new litter bins (HBC)
- Repair of the flagpole.

The first two had now been received and approved for payment. The repair of the flagpole would be carried forward to 2024-25.

The Report for 2024-25 had been started.

A Report was also circulated to show the VAT that can be reclaimed for 2023-24 and a new one would be started for the new financial year. The Clerk still had to claim back VAT for 2022-23 and 2021-22 but was struggling to do this on the 6 hours employed.

6. Clerk's Report

6.1 Preparation of Accounts for financial year 2023-24:

The Clerk confirmed that the Report and Scribe had been completed and assumed that an internal audit and AGAR Form was next to complete. Once this had been done, a Budget Spend for the new financial year could be done.

6.2 Preparation of Budget Spend of new financial year for May Meeting

Clerk to work with the Chair on preparing a Budget Spend for the May Meeting.

6.3 Paperwork to be completed and review of Standing Orders for May Meeting:

Following a review of the Councillor file, Declaration of Acceptance of Office forms needed to be completed. Clerk had spoken to Lorraine Bennison (HBC) and the Register of Interest Forms which need to be completed each year will be circulated at the AGM and once completed and returned, Clerk to take to HBC.

A Form accepting the Code of Conduct will also be completed by members at the AGM.

7. Planning Applications: None received.

8. Update from Police:

The Police were not present. Chair to remind them of the dates.

A member of the public informed that the next Police Advisory Group Meeting was on Thursday, 2nd May at Kilmarnock Road.

9. Trees on Tees Project:

The Chair said Mungo Leveroni would attend a future meeting to discuss this.

10. Correspondence

10.1 Emails regarding siting of new bins

The Clerk informed Members that 2 emails had been received regarding the siting of the litter bin on the corner of Cliff Terrace/Bath Terrace. Following discussion, MJ to liaise with Garry Jones from HBC about moving it.

10.2 Emails regarding Headland Carnival

An email had been received regarding a donation to Headland Carnival. Clerk had replied to say it will be considered in new Budget Spend.

An Email had been received from Marianne Stephenson, Company Director of North East Carriage Company, sister of Claire from the Globe, who sadly passed away recently, offering 2 carriages with horses (free of charge in honour and memory of Claire) if the Parish Council are interested. Clerk to forward the email to Rob Daley, Carnival Committee. Clerk to thank Marianne for this very kind gesture.

11. Councillors Items for future agenda

- *St. Hilda's Church – hand rail.* The Chair had contacted Andrew Lawson at Hartlepool Borough Council who informed that the wall is a grade II listed building and therefore it is not a straightforward process to erect a hand rail. Previous consideration had been given in 2022 and the advice from a stone mason at the time was that work would be required to repair both the wall and steps before a rail could be fitted. Also, given the nature of the structure, the Diocese would need to agree to the works in lieu of listed building consent due to it being work to a church building. Andrew said unfortunately, it is unlikely that a resolution will not be quick. He will look into the work that is needed and obtain costs to see if it is possible to accommodate this within the existing available budgets. Andrew to contact the Chair and AT when this information is available.
It was felt there would be a Fabrication Company who would do this for free but due to it being a listed building, planning permission would need to be sought.
- *Golf Competition* – The Chair asked if Headland businesses had been sent a letter from Helen Towes, Economic Growth Officer (Tourism), which had been sent out to Marina and other businesses in Hartlepool regarding the National Amateur Tournament held at Seaton Carew Golf Club as there would be a lot of people coming into town which the Headland could benefit from. Members of the public who owned business said they had not received a letter.

12. Ward Councillor Update:

Apologies had been received from Brian Cowie.

Matt Dodds informed that PD Ports were starting work on the Heugh Breakwater. The work would take place in the next 5/6 weeks, weather dependent. The hand railings may take longer. The question was asked if there would be any spare for St. Hilda's.

MD to ask PD Ports.

MD had also been asked following a Carnival Committee Meeting to see if they can attend a future meeting to try and generate a bit of interest and to try and get more people on board. There are only 5 people now on the Committee and would like to attract some younger people to become involved to keep that going.

13. Public Questions:

13.1 Toilets – it was asked when work would start on the toilets. MD to chase this up.

13.2 Off road bikes – this was even worse now with bikes out at 11pm and they were turning up in vehicles. Registration numbers had been passed to Police. The Police will be attending a meeting. The member of the public asked for the COPA leaflets to put through doors in the area so more people can report them. SM would deliver leaflets to the resident.

14. Date of next meeting: Confirmed as Monday, 20th May 2024 at 6.45pm in the Middlegate Room due to Headland Baptist Church not being available. The Headland Baptist Church was available for the June and July Meetings. The Headland Social Club was also offered as a venue.

The public were asked to leave so members could discuss a confidential item.

15. Confidential Item

A confidential item was discussed and it was agreed that no further action was to be taken.

The meeting adjourned at 8.45 pm.