

Headland Parish Council
Minutes from Meeting held on Monday, 28th October 2024

IN ATTENDANCE

Councillors: M. Wright (Chair), S. Lee, A. Hay, A. Smith, A. Turner, M. Jorgeson, S. Gaiety.

Clerk of the Council: Michelle Ellett

1. Apologies:

Apologies for absence were received from Councillors S. Moore, H. White, P. Andrews, J. Wenman, A. Muller-Nicholson and A. Jackson.

Councillor Moore tendered his resignation as Chair due to work commitments. Councillor Wright was unable to take on the role of Chair due to starting a new job. There were no nominations from members present so this would be an agenda item for the next meeting. Councillor Wright to temporarily step-in until a new Chair is elected.

2. Declaration of Interest

There were no declarations of Disclosable Pecuniary Interest received.

3. Minutes:

Councillor Turner made an amendment to 15.1 – Moss on St. Hilda’s Church Tower. The Minutes of the meeting held on Monday, 30th September 2024 were accepted as a true record by members present subject to this amendment.

4. Matters Arising:

4.1 Update from Sarah Scarr following her attendance at meeting.

Clerk had received an email from Sarah Scarr on the items discussed at the meeting which were read out for members of the public present and summarised as follows:

- *Tennis Courts* – Discussions around the state of the tennis courts and how much it would cost to resurface them. From past work in Seaton Carew, the cost of refurbishment in 2019 allowed a budget of £175k for the refurbishment of the site and associated fees, excluding VAT. The work was supported by a Sport England Community Asset Fund grant, however this grant is unavailable now so alternative funding would need to be sought.
- *Play area bins* – the bins on the Town Moor playground were emptied every day by HBC operative who is stationed on the Headland or the Play Ground Inspector. The discussions around the rubbish being strewn across the area when it was windy, unfortunately, it was not possible to put a cover on the bin because of finger entrapment. Any rubbish that is left around the area should be collected by operatives, therefore, it was advised that we continue to use the council’s online form for any issues to alert those working in the area that rubbish collection is required. Councillor Jorgeson to pursue whether it was possible to relocate one of the bins outside of the playground.
- *St. Hilda’s Church* – There was discussion regarding the installation of a handrail and explained at the meeting that there was no budget available for this. Photographs were attached for the type of free-standing railings that would be considered in this instance, should funding be available. Councillor Jackson was to draft a letter to the Bishop of Durham to see if there was any funding,

however, Councillor Jackson was not in attendance to give an update on this.

- *Conservation Area Management Plan* – It was requested that the final copy of the document was shared prior to it being presented to committee. Once the committee papers were published, the link for these would be provided.

Discussion ensued and members felt it was disgusting that the Parish Council were not able to see the document prior to it being presented to the meeting. Parish Council to object to this. Councillor Jorgeson said the documents should be shared soon due to the report being on the agenda for discussion at the Adult and Community Based Services Meeting on 7th November. Councillor Jorgeson will be attending that meeting.

5. Finance Report

An updated Finance Report for 2024-25 circulated to members prior to the meeting was accepted.

Councillor Wright gave an update on the research of a Christmas tree being purchased to plant. Reduced from £4,000 to £802.60 including VAT, Clerk said that purchases over £500 needed 3 quotes. Discussion ensued and it was felt that further research and discussion was needed on this. To be placed on agenda for the next meeting.

Clerk noted that although there was £23,000 in the budget at present, there was 2 months invoices that were waiting approval to be put on financial software. £10,000 was needed in reserves for election costs. There were expenditure costs that had not been accounted for previously, such as auditor, external audit costs, website and technical support costs. An interim budget forecast was being prepared which would be shared at the next meeting.

6. Clerk's Report

6.1 Interim Audit

Documents to be prepared for interim audit which is scheduled in the next couple weeks.

6.2 Conclusion of 2023-24 Audit

Following the last meeting, Clerk had circulated the conclusion of the 2023-24 audit report to members. Clerk noted that one of the points was to change to a gov.uk email domain. This process had been started. There were no questions from members regarding the report.

6.3 Costings for NALC/CLCA Membership

The costings for NALC and CLCA were shared with members. CLCA was £155 and NALC being based on electorate figures was £219.38 however as the Parish Council was classed as 'returning', NALC would waive the fee for the remainder of the year to £155 up to 31st March 2025. The benefits of joining NALC/CLCA were shared with members which included adopting the policies and employment related issues such as pay scales, etc. Following a brief discussion, members agreed to re-joining NALC.

6.4 Budget Preparation

Once the outstanding invoices were updated on the financial software, budget preparations would be started with interim budget being prepared for the next meeting.

7. Policies for Approval

The following Policies circulated to members prior to the meeting were accepted:

- Complaints Policy

- Health & Safety Policy
- Co-Option Policy (adopted in February 2024 was reviewed and accepted).

Standing Orders, Financial Regulations and Code of Conduct to be circulated shortly.

8. Feedback from Council Meetings

No updates to report.

Councillor Turner had attended the Community Resilience training session at the Civic Centre on 23rd October 2024 and gave an update to members.

9. HBC Committee Meetings (M. Jorgeson/M. Ellett)

Clerk noted that any Parish Councillor can attend any committee meetings as a member of the public.

Clerk had circulated prior to the meeting, a timetable of meetings that the Parish Council can nominate a representative to be co-opted on.

Councillor Gaiety to be nominated for co-option onto Adult and Community Based Services.

Councillor Lee to be nominated for co-option onto Economic Growth and Regeneration.

The remainder of the meetings to be raised at the next meeting due to a number of members not being in attendance.

10. Planning Applications

- H/2024/0302 – 21 Gladstone Street, Hartlepool, TS24 OPE – Tree works
- H/2024/0242 – 32 Town Wall, Hartlepool, TS24 OJQ – Replacement of existing single glazed timber casement windows
- H/2024/0248 – Heugh Gun Battery, Moor Terrace, Hartlepool, TS24 OPS – Remove existing 1300mm metal railing boundary treatment and replace with new 1500mm metal railing
- H/2024/0274 – 21 Northgate, Hartlepool, TS24 OJT – Change of use of ground floor former beauty salon into 1.no bed flat (C3 use class)
- H/2024/0245 – 27 Middlegate, Hartlepool, TS24 OJD – Erection of single storey rear extension
- H/2024/0246 – 27 Middlegate, Hartlepool, TS24 OJD – Listed Building Consent for the erection of single storey rear extension.

No objections from members to the above planning applications.

11. Correspondence

11.1 Email from Denise McGuckin re street names

The process of naming streets on new developments within the parish areas was discussed at a Parish Liaison Meeting. Following discussions with Keiran Bostock (Assistant Director for Neighbourhoods) it was felt that if a Parish wished to suggest any names for consideration once a new development is approved at planning, the Parish can email Kieran direct and he will link up with the developer and the Highways Department. It was clarified that street names was different to

development names which the Local Authority has no control over.

12. Councillors Items for future agenda

- Seagrove Nurseries – Christmas tree.

13. Ward Councillor Update:

Apologies from Ward Councillors Nelson due to work commitments.

Clerk had received an update from Ward Councillor Nelson that he will liaise with Calvin George, Chief Operations Officer at PFC Trust at the earliest opportunity to discuss possibilities around DCMS Multi sport Grassroots Facilities Programme projects 2021-2025 (Department of Communities Media and Sport). Ward Councillor Nelson will keep the Parish Council updated.

Ward Councillor Dodds noted that progress was being made regarding the canopies on Northgate Shops and, hopefully, will have an update shortly.

A question was asked about whether the work being carried out on the Heugh Breakwater would include plans to open it. It would not re-open and the hand railings were being replaced for access by PD Ports.

14. Public Questions:

There were no public questions.

15. Date of next meeting was confirmed as Monday, 25^h November 2024 at 6.45pm in the Croft Room.

EXCLUSION OF THE PUBLIC: The Council may at any point pass a resolution that under the Public Bodies (Admission to Meetings) Act 1960, the public and the press shall be excluded from the meeting during consideration of any item of business if publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted, e.g. employment matters; terms of commercial tenders and negotiations for contracts; and legal proceedings preparation or advice.

16. Clerk questions for Committee

The Clerk made a request to undertake other employment. She informed members that this role would not impact on her role with the Parish Council. Written agreement to this was given.

The Clerk also asked for permission to be paid for 1 remaining day's holiday and for the remaining day to be carried forward into the next year. This was also agreed.

The Clerk reported that it was difficult to complete the required tasks within 6 hours and following comparison with neighbouring parish councils, it was not unreasonable to suggest that 30 hours per month is required. It was resolved that Parish Clerk provides relevant costings for further consideration by members.

The meeting adjourned at 8 pm.